

State Treasurer's Office



Electronic Deposit Form (EDF) System



User Manual

Revised March 2011

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SYSTEM REQUIREMENTS

- Operating System: Windows 2000 or XP
- Internet Browser: Internet Explorer 5.5 or higher
- Adobe Acrobat Reader: Version 5.0 or higher
- Office: Microsoft Office 2000 or higher
- Printer: Laser printer, which is capable of printing within 3/8" from the bottom of the page.
- Toner: MICR toner
- Paper: Blank Deposit Paper (24 lb. & Twice Perforated, 8½" x 11")
- Monitor: Computer screen capable of displaying 800 x 600 pixels

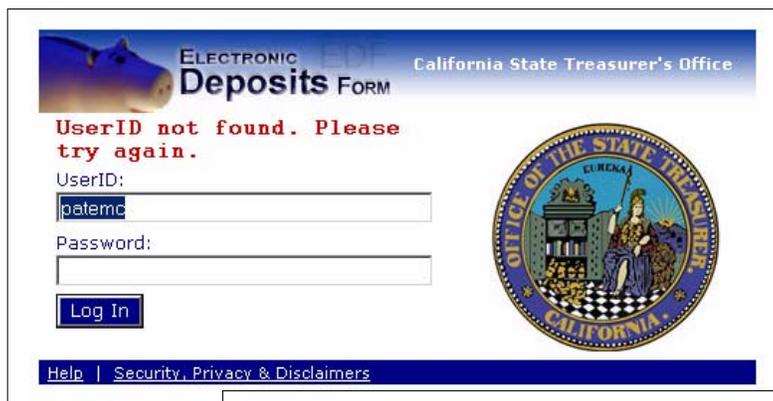
SECURITY

Password

Password rules:

1. Must be a minimum of 7 alphanumeric characters
2. Must contain at least one lowercase character
3. Must contain at least one uppercase character
4. Must contain at least one numeric character
5. Special characters and spaces are not allowed
6. Case sensitive

Three (3) consecutive incorrect attempts to logon inactivates a UserID. Users can contact the Agency Site Administrator to have it reset. Site Administrators that get locked out may contact another Site Administrator in their agency or can contact STO to have their UserID reset.



ELECTRONIC Deposits FORM California State Treasurer's Office

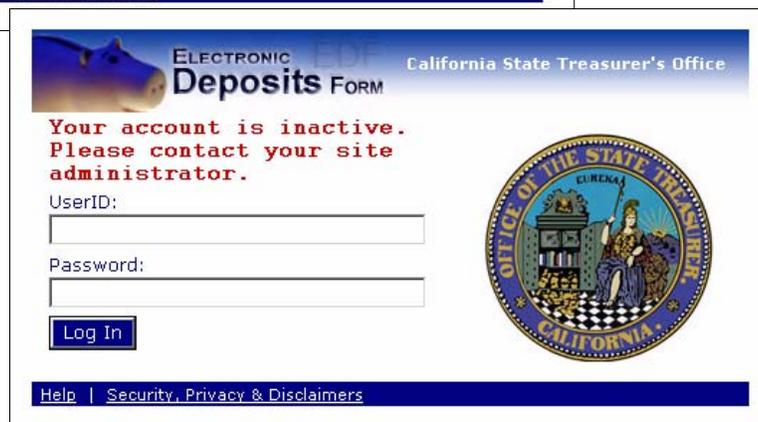
UserID not found. Please try again.

UserID:

Password:

[Log In](#)

[Help](#) | [Security, Privacy & Disclaimers](#)



ELECTRONIC Deposits FORM California State Treasurer's Office

Your account is inactive. Please contact your site administrator.

UserID:

Password:

[Log In](#)

[Help](#) | [Security, Privacy & Disclaimers](#)



Security Levels

State Treasurer's Office Level:

- **STO Admin:**
 - Can add/delete agencies
 - Can add/delete agency CTS accounts
 - Can add/delete/modify CTS banks
 - Can add/delete agency Site Administrator
 - Can leave system message for all EDF users
 - Can run special reports

Agency Level:

- **Site Administrator**
 - Can add/delete/modify other agency personnel (lower security levels)
 - Can modify/delete another Site Administrator profile
 - Can reset any UserID except their own
 - Can view user manager audit trail
 - Can also do everything listed under 'Supervisor'
- **Supervisor**
 - Can determine how agency name appears on deposit slips
 - Can modify deposits not transmitted (Deposits Manager)
 - Can download deposit data to Excel
 - Can add/delete/modify location codes for each agency CTS account
 - Can set up For Agency Use (FAU) lines on location code
 - Can set up CTS account-location code relationship
 - Can activate/inactivate banks available
 - Can set defaults for CTS account # and location to determine which account-location appears on the deposit form first
 - Can determine deposit start number
 - Can view agency manager and bank manager audit trails
 - Can also do everything listed under 'User'
- **User**
 - Can key deposits
 - Can also do everything listed under 'Viewer'
- **Viewer**
 - Can view/reprint deposits
 - Can view deposit audit trail
 - Can create reports
 - Can download report to Excel
 - Can modify own password, phone number or e-mail address in 'My Profile'

Functions Available at each Security Level

- **STO Admin:**
 - User Administration
 - Agency Administration
 - Bank Administration
 - System Message
- **Site Administrator:**
 - Agency Maintenance

- User Manager
- Agency Manager
- Bank Manager
- Deposit Maintenance
 - Deposits Manager
 - Download Deposit Data
 - Create a Report
 - View/Reprint a Deposit
- Deposit Entry
 - Deposit
 - Pre-sort (Pre-Sort Agencies only)
 - Misc-Sort (Pre-Sort Agencies only)
 - Imaged Cash Letter
 - Remote Deposits
 - Adj./Wires/Misc
 - Supplemental Adj.
 - Wires/Misc
- Supervisor
 - Agency Maintenance
 - Agency Manager
 - Bank Manager
 - Deposit Maintenance
 - Deposits Manager
 - Download Deposit Data
 - Create a Report
 - View/Reprint a Deposit
 - Deposit Entry
 - Deposit
 - Pre-sort (Pre-Sort Agencies only)
 - Misc-Sort (Pre-Sort Agencies only)
 - Imaged Cash Letter
 - Remote Deposits
 - Adj./Wires/Misc
 - Supplemental Adj.
 - Wires/Misc
- User
 - Deposit Maintenance
 - Create a Report
 - View/Reprint a Deposit
 - Deposit Entry
 - Deposit
 - Pre-sort (Pre-Sort Agencies only)
 - Misc-Sort (Pre-Sort Agencies only)
 - Imaged Cash Letter
 - Remote Deposits
 - Adj./Wires/Misc
 - Supplemental Adj.
 - Wires/Misc

- Viewer
 - Deposit Maintenance
 - Create a Report
 - View/Reprint a Deposit

AUDIT TRAIL

Audit trails allow someone to see when something was modified (or added/deleted) and who made the change. While only site managers and supervisors have access to the audit trails for the Agency Maintenance Section (User Manager, Agency Manager and Bank Manger), everyone can see the audit trail for a specific deposit item.

Audit trails for deposit items may be viewed in the following functions:

- Deposit Manger (only available prior to transmission and must be supervisor or site manager)
- View/Reprint a Deposit (everyone)

Deposit Manager - View All

[Deposits](#) | [Pre-Sort](#) | [Misc-Sort](#) | [Wires/Misc.](#) | [Supplemental](#)

Deposit Date	Deposit Number	Location	Bank	Deposit Total	Entered By	Status
7/22/2004	1333000001	WOZ	CB&T-07	\$656.00	CLsup	Hold
7/22/2004	1333000001	WOZ	BOW-12	\$852.00	CLsite	Transmit

View/Reprint Deposit

[New Search](#)

Select a deposit below to view and/or reprint.

Deposit Number	Deposit Type	Location	Bank	Deposit Total	Deposit Date	Entered By
1333000001	D	WOZ	12	\$852.00	7/22/2004	CLsite
1333000001	D	WOZ	07	\$656.00	7/22/2004	CLsup
1333000001	P	WOZ	11	\$456.00	3/25/2004	CLsup
1333000001	P	WOZ	01	\$951.00	3/25/2004	CLsup
1333000001	A	WOZ	03	\$321.00	3/23/2004	CLuser

Deposit Manager - Edit

Deposit Number: 1333000001 | Deposit Status: Transmit | Deposit Type: D

ACCOUNT / LOCATION 333 / WOZ	CURRENCY ONLY	852.00
FOR AGENCY USE:	COIN ONLY	0.00
BANK ACCOUNT: 12 (BOW-12)	CHECKS	0.00
TRANSPORT: Bankstamp (Default)	ITEM COUNT:	0
DATE DEPOSITED: 7/22/2004	TOTAL DEPOSIT	852.00
SIGNATURE: CLsite		

[Save](#) | [Reprint Deposit](#) | [Check Audit Trail](#)

Deposit Viewer

Deposit Number: 1333000001 | Deposit Status: Transmit | Deposit Type: D

ACCOUNT / LOCATION 333 / WOZ	CURRENCY ONLY	852.00
FOR AGENCY USE:	COIN ONLY	0.00
BANK ACCOUNT: 12 (BOW-12)	CHECKS	0.00
TRANSPORT: Bankstamp	ITEM COUNT:	0
DATE DEPOSITED: 7/22/2004	TOTAL DEPOSIT	\$852.00
SIGNATURE: CLsite		

[Reprint Deposit](#) | [Check Audit Trail](#)

LOGON AND LOGOFF

Logon

Three (3) consecutive incorrect attempts to logon inactivates a UserID. Users can contact the Agency Site Administrator to have it reset. Site Administrators that get locked out may contact another Site Administrator in their agency or can contact STO to have their UserID reset.



ELECTRONIC EDF
Deposits FORM
California State Treasurer's Office

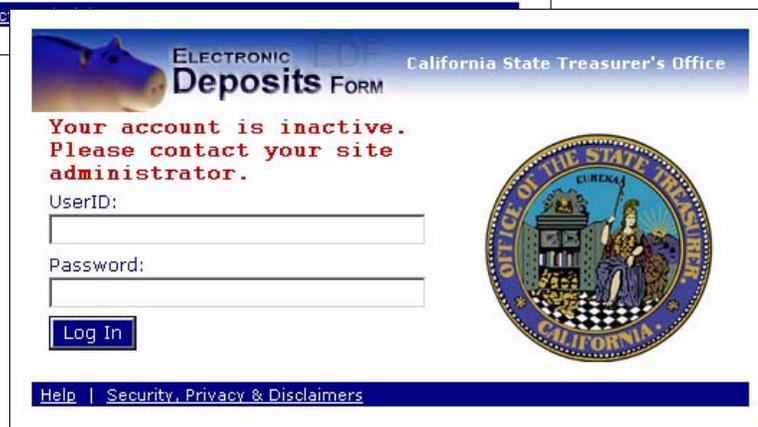
UserID not found. Please try again.

UserID:

Password:

[Log In](#)

[Help](#) | [Security, Privacy](#)



ELECTRONIC EDF
Deposits FORM
California State Treasurer's Office

Your account is inactive. Please contact your site administrator.

UserID:

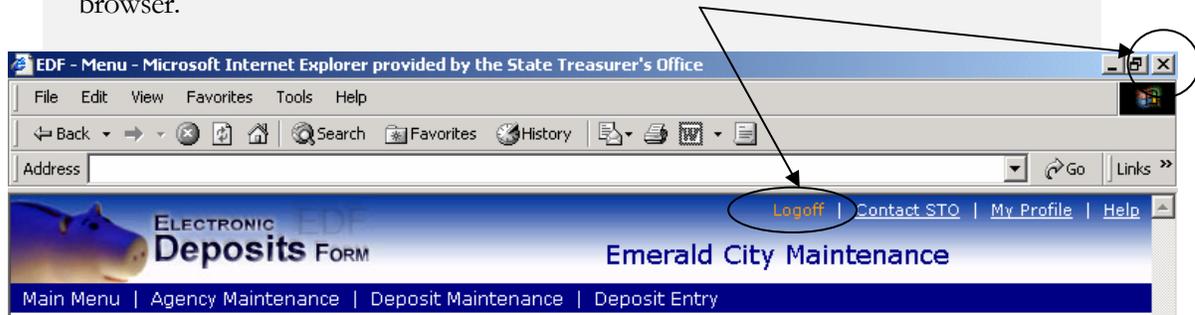
Password:

[Log In](#)

[Help](#) | [Security, Privacy & Disclaimers](#)

Logoff

It is very important for you to click on 'Logoff' to completely log out of the system, rather than just clicking on the 'x' in the upper right corner to close the internet browser.

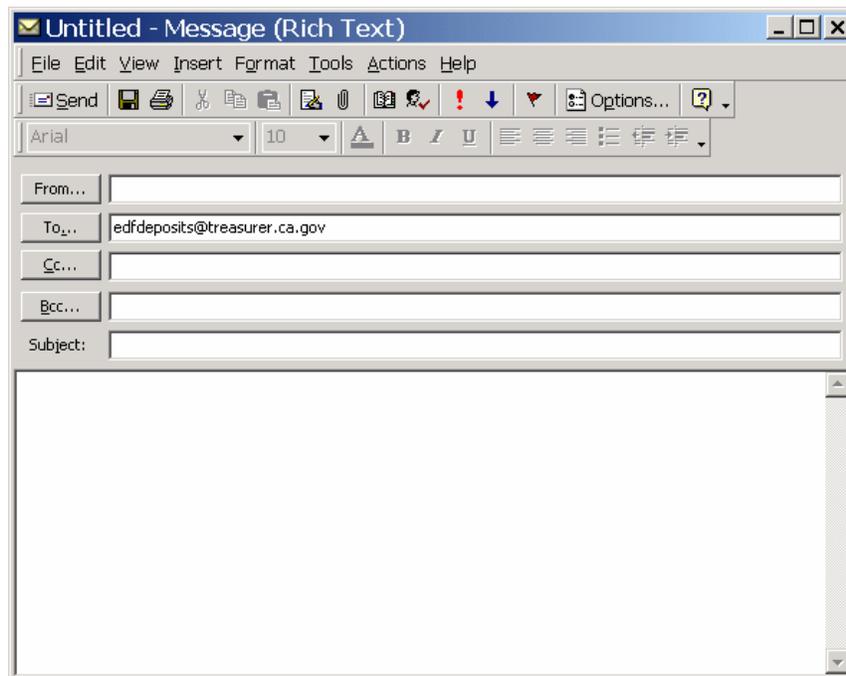


EMAIL STO: CONTACT STO (EDF QUESTIONS)

If you have any EDF or deposit questions, you may contact us by clicking on 'Contact STO' to send us an email. An untitled message form will pop-up with our email address.



Just type your message and send.

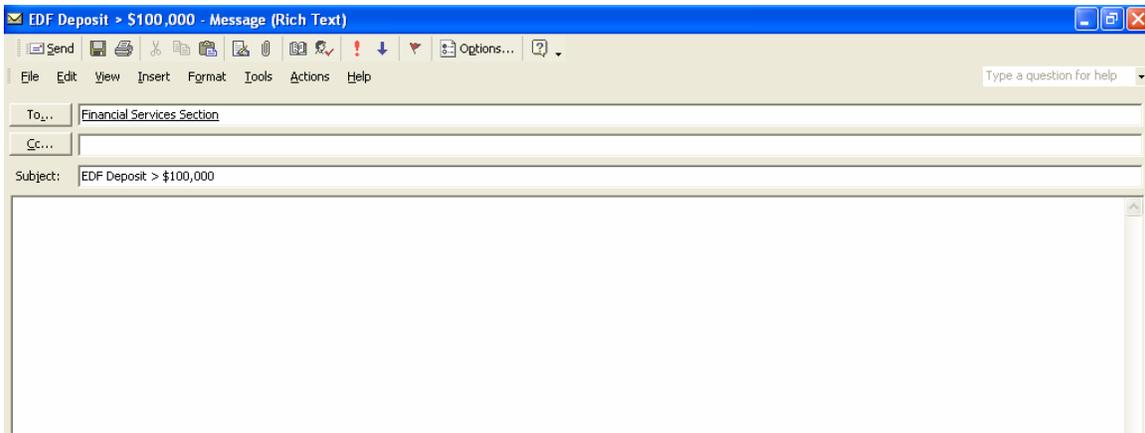


EMAIL STO: REPORT LARGE DEPOSITS

Deposits that total over \$100,000.00 need to be reported to the Financial Services Section of the Treasurer's Office. To report a large deposit you must choose the "Report Large Deposit" option to send an e-mail to Financial Services and not the "Contact STO" option.



When you click on the "Report Large Deposit" option the pre-set e-mail (shown below) is ready for you to type in your message and send it to STO's Financial Services Section.

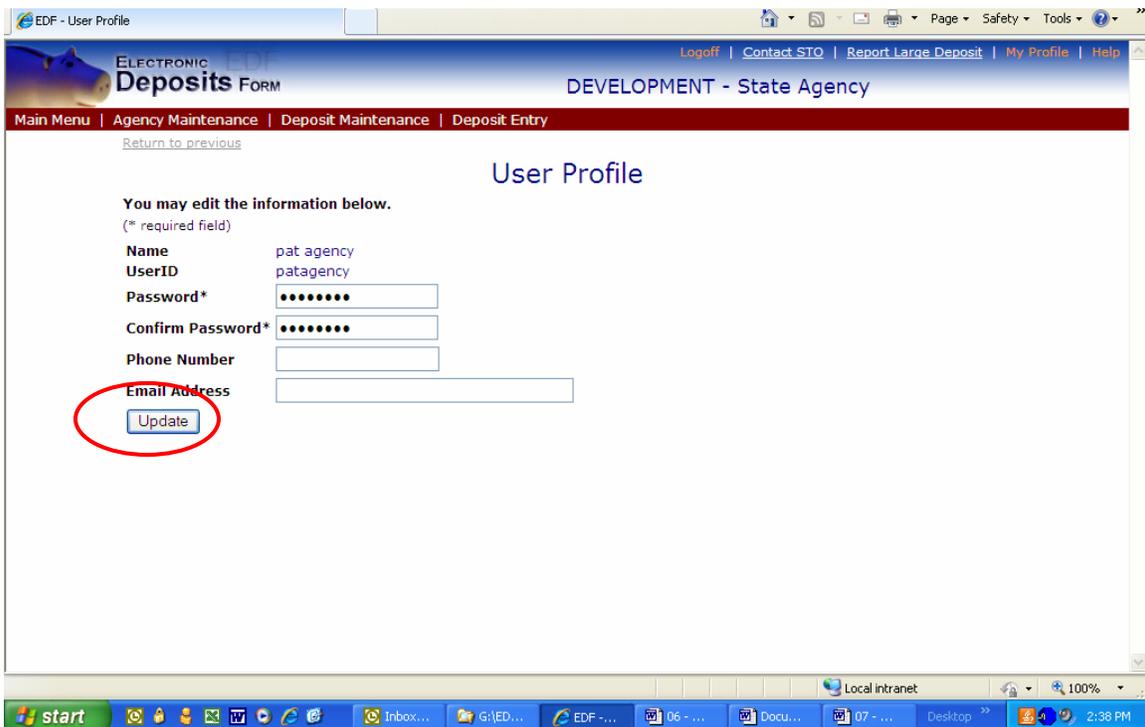


MY PROFILE

Any user may modify password, phone number, and e-mail address information for their personal UserID profile by clicking on 'My Profile'.



1. Make the desired changes
 - See Password section under Security for password rules
 - **Note: fields marked with an asterisk are required**
2. Then click 'Update' to save



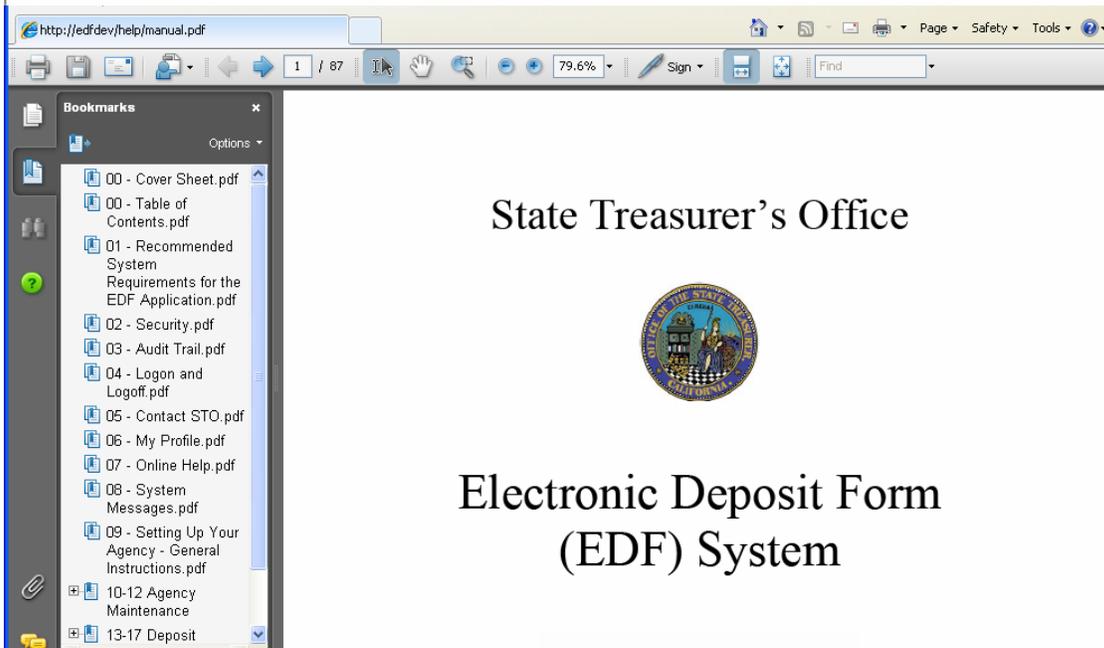
ONLINE HELP

You may click on 'Help' for limited on-line reference. It takes you to a screen where you can download a copy of the most current EDF User Manual in PDF format or view the short names of the banks.



User Manual

When you click the 'User Manual' link, the most current EDF User Manual appears in PDF format



List of Bank Short Names

- When you select the 'List of Bank Short Names' link, the list of all current Regular Banks appears with the following information:
 - (STO) Bank Number
 - Bank Short Name
 - Bank Lines
 - Bank Encode
 - Bank Type
- Use the appropriate links to view the list of all current Pre-Sort, Misc-Sort, Imaged Cash Letters or Remote Deposits banks



The screenshot shows the 'List of Bank Short Names' page in the STO Admin interface. The page has a navigation bar with 'Main Menu | User Administration | Agency Administration | Bank Administration | System Message'. Below the navigation bar, there are tabs for 'Regular', 'Pre-Sort', 'Misc-Sort', 'Imaged Cash Letters', and 'Remote Deposits'. The 'Regular' tab is selected. A table lists bank information, and a callout box provides instructions on how to view other bank types.

Bank Number	Bank Short Name	Bank Lines	Bank Encode	Bank Type
01	BOFA (PS)-01	(1) BANK OF AMERICA, N.A. (2) PRE-ENCODED WORK, 01 (3) GOVERNMENT SERVICES #1436 (4) 555 CAPITOL MALL, STE. 1555 (5) SACRAMENTO, CA 95814	YES	
05	CITI (PS)-05	(1) CITIBANK NA, 05 (2) 1116 ALHAMBRA BLVD (3) SACRAMENTO, CA 95816 (4) (5)	YES	Pre-Sort (P)
06	UNION (PS)-06	(1) UNION BANK OF CALIFORNIA, 06 (2) SACRAMENTO MAIN OFFICE (3) 121 (4) 700 L STREET (5) SACRAMENTO, CA 95814	YES	Pre-Sort (P)
09	WELLS (BOE)-09	(1) WELLS FARGO BANK, N.A. (2) PRE-ENCODED WORK, 09 (3) SACRAMENTO MAIN OFFICE (4) 400 CAPITOL MALL (5) SACRAMENTO, CA 95814	NO	Pre-Sort (P)
09	WELLS (DCSS)-09	(1) WELLS FARGO BANK, N.A. (2) PRE-ENCODED WORK, 09 (3) SACRAMENTO MAIN OFFICE (4) 400 CAPITOL MALL (5) SACRAMENTO, CA 95814	NO	Pre-Sort (P)
09	WELLS (DMV)-09	(1) WELLS FARGO BANK, N.A. (2) PRE-ENCODED WORK, 09	NO	Pre-Sort (P)

To view a list of Pre-Sort, Misc-Sort, Imaged Cash Letters or Remote Deposits Banks, click on the appropriate link.

SYSTEM MESSAGES

STO will occasionally put a message for all users on the EDF system.

1. On Main Menu screen click on 'System Message' in the gray box
2. Click on the message

ELECTRONIC EDF
Deposits FORM Emerald City Maintenance

Logoff | Contact STO | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Welcome, Cowardly Lion.
You are logged in to the EDF system with [Site Administrator](#) privileges.

Agency Maintenance

- ▶ [User Manager](#)
- ▶ [Agency Manager](#)
- ▶ [Bank Manager](#)

Deposit Maintenance

- ▶ [Deposits Manager](#)
- ▶ [Download Deposit Data](#)
- ▶ [Create a Report](#)
- ▶ [View/Reprint a Deposit](#)

Deposit Entry

System Message
(last message posted 7/27/2004)

ELECTRONIC EDF
Deposits FORM Emerald City Maintenance

Logoff | Contact STO | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Return to previous

System Messages

Date Posted	Title
7/27/2004	test message

ELECTRONIC EDF
Deposits FORM Emerald City Maintenance

Logoff | Contact STO | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Return to previous

System Messages

Date Posted	Title
7/27/2004	test message

This is a reminder that the system will be down everyday between 2:00 pm and 2:30 pm

Click to close

SETTING UP YOUR AGENCY

General Instructions

This is a quick chronological reference on setting up your agency. For specific 'how to' details please refer to the appropriate section in the manual.

1. STO sets up agency accounts and CTS banks for agency access
2. STO sets up at least two Site Administrators for each agency
3. Agency determines users and their security level (privilege)
4. Site Administrator sets up UserIDs with temporary passwords and security levels (privileges) for each user [see AGENCY MAINTENANCE: User Manager]

Note: all users should change their password the first time they logon

A Site Administrator or Supervisor does the following:

[see AGENCY MAINTENANCE: Agency Manager]

5. Set up agency locations
6. Associate (link) accounts and locations
7. (optional) Set For Agency Use (FAU) lines for each link
8. (optional) Set Agency Default account/location (this combination will always appear first on every deposit entry form)
9. (optional) Set Account Default location (sets the location that always appears first if a specific account is selected)

A Site Administrator or Supervisor does the following:

[see AGENCY MAINTENANCE: Bank Manager]

10. Inactivate the banks your agency is not currently using
11. (optional) Set the starting deposit number for each active bank (if not set, the default is '1')

AGENCY MAINTENANCE: USER MANAGER

Security clearance required:

- Site Administrator

Purpose of Function:

This function allows the Site Administrator to assign various levels of security clearance or privileges, UserIDs, assign Accounts/Locations/Deposit Types and passwords to approved users. (See ‘Passwords’ section under Security for password rules.) This gives each agency internal control over the number of people with access to their account as well as control over each user’s type of access. Each agency may set up their own policies and procedures for determining this authorization process.

A Site Administrator cannot add another Site Administrator, but can activate/inactivate, delete or modify another Site Administrator’s profile.

If there is only one Site Administrator for your agency, contact STO for assistance to add another Site Administrator, delete the current Site Administrator or reset a Site Administrator’s UserID if they are locked out.

To Add a User Profile:

- Logon as Site Administrator
- Select ‘User Manager’ from main menu
- Click on ‘Add a User’



Add profile on screen below

- Asterisks (*) denote required fields
- Passwords must be at least 7 alphanumeric characters (see password rules under security)
- Click Access dropdown for level of security/privilege
- Click ‘Add User’

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager

User Detail

Please add the information below for the new user.
(* required field)

UserID*

Password* Confirm Password*

First Name* Last Name*

Phone Number

Email Address

Access* → Access: Viewer, User, Supervisor

Active*

To Assign or Remove Account/Locations:

- Logon as Site Administrator
- Select 'User Manager' from main menu
- Click on a user name or UserID
- Click on Assign Account/Locations
- To Assign: Click on Assign to User (to the right of Account/Location Desired)
- To Assign all: Click on Assign All
- To remove: Click on Remove (to the right of Account/Location Desired)
- To remove all: Click on Remove All

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance >

User Manager

- ▶ [Audit](#)
- ▶ [Add a User](#)
- ▶ [Edit a User:](#)

User Name	User ID	Security Level	Active
AC_Sup	ACSup	Supervisor	Yes
AC_User	ACUser	User	Yes
AC_Admin	ACAdmin	Site Administrator	Yes
AC_STO	STOAC	Site Administrator	Yes

ELECTRONIC Deposits FORM Agency Central

Logoff | Contact STO | Report Large Deposit | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager

User Detail

Please edit the information below.
(* required field)

UserID*

Password* Confirm Password*

First Name* Last Name*

Phone Number

Email Address

Access*

Active*

[Check Audit Trail](#) | [Assign Account/Locations](#) | [Assign Deposit Types](#)

ELECTRONIC Deposits FORM Agency Central

Logoff | Contact STO | Report Large Deposit | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager > User Detail

Account/Location Assignments

AC, User

[Audit](#)

Available (Assign All)

887/000	Assign To User
887/AOK	Assign To User
887/DNG	Assign To User
987/000	Assign To User
987/AOK	Assign To User
987/DNG	Assign To User

Assigned (Remove All)

No Locations Assigned

ELECTRONIC Deposits FORM Agency Central

Logoff | Contact STO | Report Large Deposit | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager > User Detail

Account/Location Assignments

AC, User

> [Audit](#)

Available (Assign All)

887/AOK	Assign To User
887/DNG	Assign To User
987/000	Assign To User
987/AOK	Assign To User
987/DNG	Assign To User

Assigned (Remove All)

887/000	Remove
---------	------------------------

To Assign or Remove Deposit Types:

- Logon as Site Administrator
- Select 'User Manager' from main menu
- Click on a user name or UserID
- Click on Assign Deposit Types
- To Assign: Click on Assign to User (to the right of Account/Location Desired)
- To remove: click on Remove (to the right of Account/Location Desired)

ELECTRONIC Deposits FORM Agency Central

Logoff | Contact STO | Report Large Deposit | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance >

User Manager

> [Audit](#)

> [Add a User](#)

> **Edit a User:**

User Name	User ID	Security Level	Active
AC_Sup	ACSup	Supervisor	Yes
AC_User	ACUser	User	Yes
AC_Admin	ACAdmin	Site Administrator	Yes
AC_STO	STOAC	Site Administrator	Yes

ELECTRONIC Deposits FORM Agency Central

Logoff | Contact STO | Report Large Deposit | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager

User Detail

Please edit the information below.
(* required field)

UserID*

Password* Confirm Password*

First Name* Last Name*

Phone Number

Email Address

Access*

Active*

[Check Audit Trail](#) | [Assign Account/Locations](#) | [Assign Deposit Types](#)

ELECTRONIC Deposits FORM Agency Central

Logoff | Contact STO | Report Large Deposit | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager > User Detail

Deposit Type Assignments

AC, User

[Audit](#)

Available ([Assign All](#))

ADJUSTMENT	Assign To User
DEPOSIT	Assign To User
IMAGED CASH LETTER	Assign To User
MISC-SORT	Assign To User
PRE-SORT	Assign To User
REMOTE	Assign To User
SUPPLEMENTAL ADJUSTMENT	Assign To User

Assigned ([Remove All](#))

No Deposit Types Assigned

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager > User Detail

Deposit Type Assignments

AC, User

[Audit](#)

Available (Assign All)

ADJUSTMENT	Assign To User
IMAGED CASH LETTER	Assign To User
MISC-SORT	Assign To User
PRE-SORT	Assign To User
REMOTE	Assign To User
SUPPLEMENTAL ADJUSTMENT	Assign To User

Assigned (Remove All)

DEPOSIT	Remove
---------	------------------------

To Modify a Profile (including changing passwords):

- Logon as Site Administrator
- Select 'User Manager' from main menu
- Click on a user name or UserID
- Make changes to profile on screen below
- Click 'Update User'

Please note: each user has the ability to change their password, phone number and e-mail address by clicking on 'My Profile'

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager

User Detail

Please edit the information below.
(* required field)

UserID*

Password* Confirm Password*

First Name* Last Name*

Phone Number

Email Address

Access*

Active*

[Check Audit Trail](#) | [Assign Account/Locations](#) | [Assign Deposit Types](#)

To Delete a User:

- Logon as Site Administrator
- Select 'User Manager' from main menu
- Click on a user name or UserID
- Click 'Delete User'

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance >

User Manager

- › [Audit](#)
- › [Add a User](#)
- › [Edit a User:](#)

User Name	User ID	Security Level	Active
AC_Sup	ACSup	Supervisor	Yes
AC_User	ACUser	User	Yes
AC_Admin	ACAdmin	Site Administrator	Yes
AC_STO	STOAC	Site Administrator	Yes

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager

User Detail

Please edit the information below.
(* required field)

UserID*

Password* Confirm Password*

First Name* Last Name*

Phone Number

Email Address

Access*

Active*

[Check Audit Trail](#) | [Assign Account/Locations](#) | [Assign Deposit Types](#)

To Reset a UserID:

- Logon as Site Administrator
- Select 'User Manager' from main menu
- Click on User Name or UserID on screen below
- Change Active from 'No' to 'Yes' on screen below
- Click 'Update User'

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance >

User Manager

[Audit](#)

[Add a User](#)

Edit a User:

User Name	User ID	Security Level	Active
AC_Sup	ACSup	Supervisor	Yes
AC_User	ACUser	User	Yes
AC_Admin	ACAdmin	Site Administrator	Yes
AC_STO	STOAC	Site Administrator	Yes

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager

User Detail

Please edit the information below.
(* required field)

UserID*

Password* Confirm Password*

First Name* Last Name*

Phone Number

Email Address

Access*

Active* Yes
No

[Check Audit Trail](#) | [Assign Account/Locations](#) | [Assign Deposit Types](#)

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > User Manager

User Detail

Please edit the information below.
(* required field)

UserID*

Password* Confirm Password*

First Name* Last Name*

Phone Number

Email Address

Access*

Active*

[Check Audit Trail](#) | [Assign Account/Locations](#) | [Assign Deposit Types](#)

AGENCY MAINTENANCE: AGENCY MANAGER

Security clearance required:

- Site Administrator
- Supervisor

Purpose of Function:

The Agency Manager is crucial to the way information is displayed on the deposit entry forms. It establishes critical information available to the personnel using this system. The Agency Manager determines:

1. How the agency name appears on deposit slips
2. The location codes available to the entire agency and to each account
3. The default information on each location code's For Agency Use (FAU) lines
4. The relationship between accounts and location codes
5. Which account-location combination appears on the deposit form first

There are 3 main sections to the Agency Manager:

1. Edit Agency Name
2. List of (Agency) Accounts
3. List of (Agency) Location Codes

The screenshot shows the 'Agency Manager' interface. At the top, there is a navigation bar with links for 'Logoff', 'Contact STO', 'Report Large Deposit', 'My Profile', and 'Help'. Below this is a main menu with 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Agency Maintenance' section is active, showing the 'Agency Manager' title. The 'Edit Agency Name' section has a text input field with 'Agency Central' and 'Save' and 'Audit' buttons. The 'List of Accounts' section shows a list of accounts (887, 987) and a 'Create a Location' button. The 'List of Location Codes' section shows a list of location codes (000*) and 'Delete a Location' and 'Audit' buttons. Red boxes with numbers 1, 2, and 3 highlight the 'Audit' button, the 'List of Accounts' section, and the 'List of Location Codes' section respectively.

Agency Name:

The agency name in the box determines how it appears on the deposit slips and reports. Please don't be too cryptic. SWRSTCR might be meaningful to you, but it's difficult for the rest of us to decipher.



Location Codes – In General:

Each agency begins with one mandatory location. This first location is originally set as '000' (3 zeros). It may be edited and changed, but it is a system requirement and CANNOT be deleted. It has an asterisk next to it on the Agency Manager menu.

To change: click on '000', make changes and click 'Save'



There is no limit to the number of locations you may create, but we recommend that you keep it reasonable for better control. Each location can add another item to the drop down list on the deposit entry form for users authorized to access multiple locations. Locations are assigned to each user on an "as need" basis (see Section 10 on Agency Maintenance – User Manager).

Be creative in thinking of different location codes. While not required (except for the one that is mandatory), they can help your staff identify the different sources of deposits. A location code does NOT have to be for a location such as Sacramento or for a unit such as cashiering or trust. It can also be for a type of revenue such as tuition or parking. You can even create reports for a specific account and location code.

REMINDER: If you add a new location code to an established agency, don't forget to assign the new location code to the authorized users (see Section 10 on Agency Maintenance - User Manager).

Add a Location to 'List of Location Codes':

A location must appear on the 'List of Location Codes' before it can be linked to an agency account. (See section on 'Assign a location to an account number'.) This list contains all the location codes for the agency. You do not need to use every location code with every account.

- Click on 'Create a Location' in the List of Location Codes section

- Enter the new location code in the box that appears
- Location rules:**
 - must be 1 – 3 alphanumeric characters
 - no spaces or special characters allowed
 - system automatically converts lowercase to UPPERCASE
- Either click on 'Create' button or hit enter'

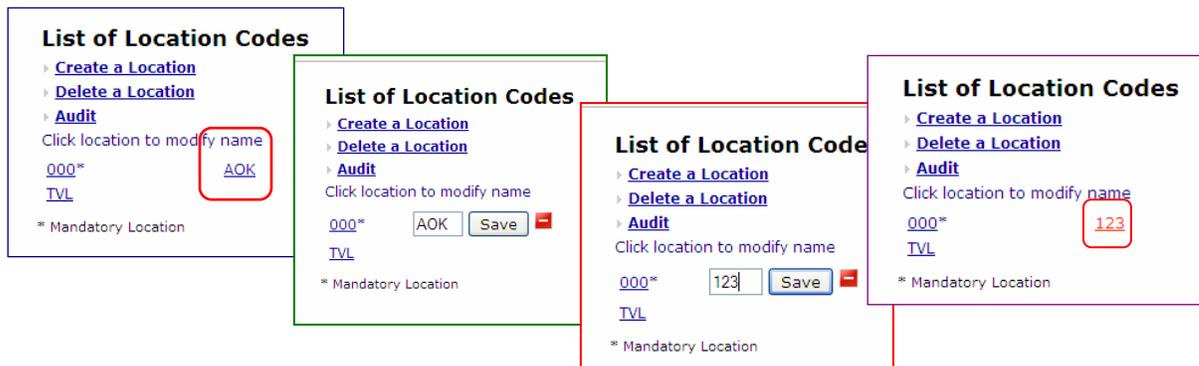


- If you click the red box with the white line in the middle , it hides the 'Create box'.
- If you click on the 'Create button' your new location is now listed:



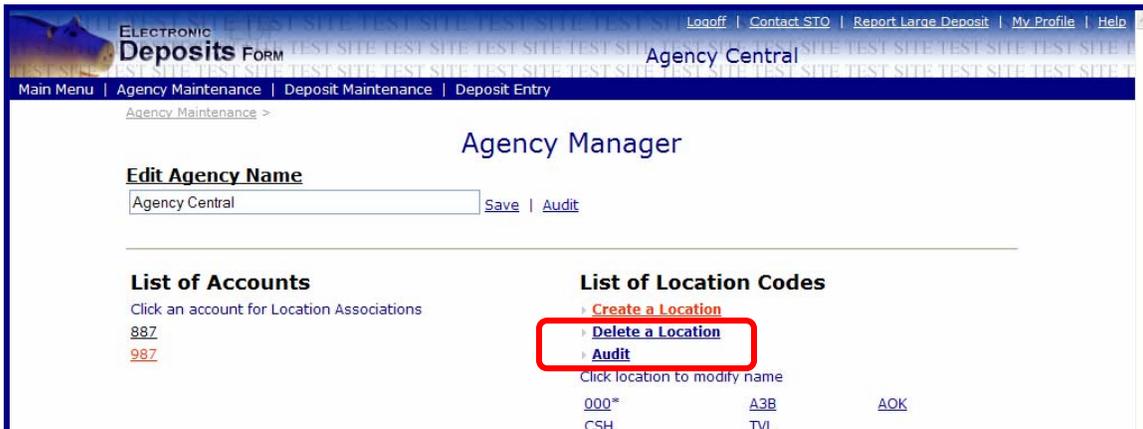
Modify a Location name in 'List of Location Codes':

Click on an existing location in the 'List of Location Codes' section, change the name in the box that appears then save.



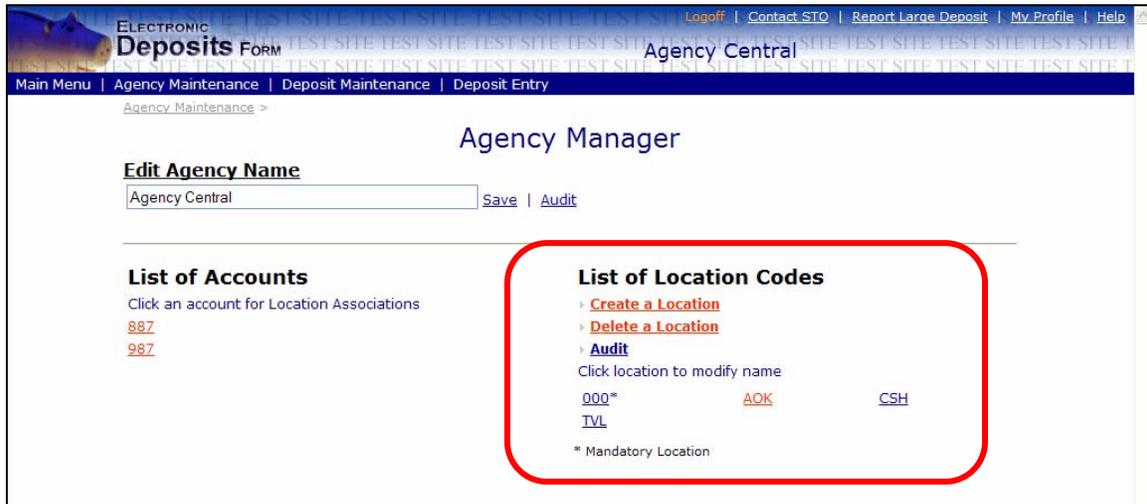
Delete a Location from 'List of Location Codes':

- Click on 'Delete a Location' in the List of Location Codes section
- Select a location from the drop-down menu
- (Note that the mandatory location (000 in example below) is NOT available on the drop down list since it cannot be deleted)
- Click the 'Delete' button



- If you click the red box with the white line in the middle , it hides the 'Delete box'.

Location “A3B” is deleted.



NOTE: DELETING A LOCATION FROM HERE REMOVES IT FROM THE LIST AND DELETES IT FROM ALL ACCOUNTS IN THE AGENCY.

Do not assign a location to more than one account if you don't ever plan to use this 'all inclusive delete' feature.

Note: If you recreate a Location code after it has been deleted, remember to add/reset the Start Number under Bank Manager.

Assign a Location to an Account Number:

- Click on an account number in the List of Accounts section then:
 1. Click on 'Associate a new location' on the Account Maintenance screen
 2. Select a location from the drop down menu in the gray box that appears
 3. Fill in 'For Agency Use' (FAU) lines (optional)
 - a. When typed here, it will always appear on the deposit slips
 - b. All lines are **editable** when the deposit slip is keyed
 4. Click 'Save'

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance >

Agency Manager

Edit Agency Name
 Save | Audit

List of Accounts
 Click an account for Location Associations
[887](#)
[987](#)

List of Location Codes
[Create a Location](#)
[Delete a Location](#)
[Audit](#)

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Agency Manager

Account Maintenance

Select a different Account: [887](#) | [987](#) | [Audit](#)

[Associate a new location](#)

Account 887 Location Associations
 Click a location to show details
[000](#)
[AOK](#)

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Agency Manager

Account Maintenance

Select a different Account: [887](#) | [987](#) | [Audit](#)

[Associate a new location](#)

Account 887 Location Associations
 Click a location to show details
[000](#)
[AOK](#)

Account 887

Select a Location: TVL

For Agency Use:

Line 1	TVL
Line 2	CSH

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Agency Manager

Account Maintenance

Select a different Account: [887](#) | [987](#) | [Audit](#)

[Associate a new location](#)

Account 887 Location Associations
 Click a location to show details
[000](#)
[AOK](#)

Account 887

Select a Location: TVL

For Agency Use:

Line 1	Transit
Line 2	
Line 3	

Save
Delete

Each location code can be linked to more than one account. The same location can have different “For Agency Use” (FAU) message lines when associated (linked) with different accounts.

Example: Account 887 is linked with Location ‘TVL’ and FAU #1 is ‘Transit’ at the same time that Account 987 is linked with Location ‘TVL’ and FAU #1 is ‘Mileage’

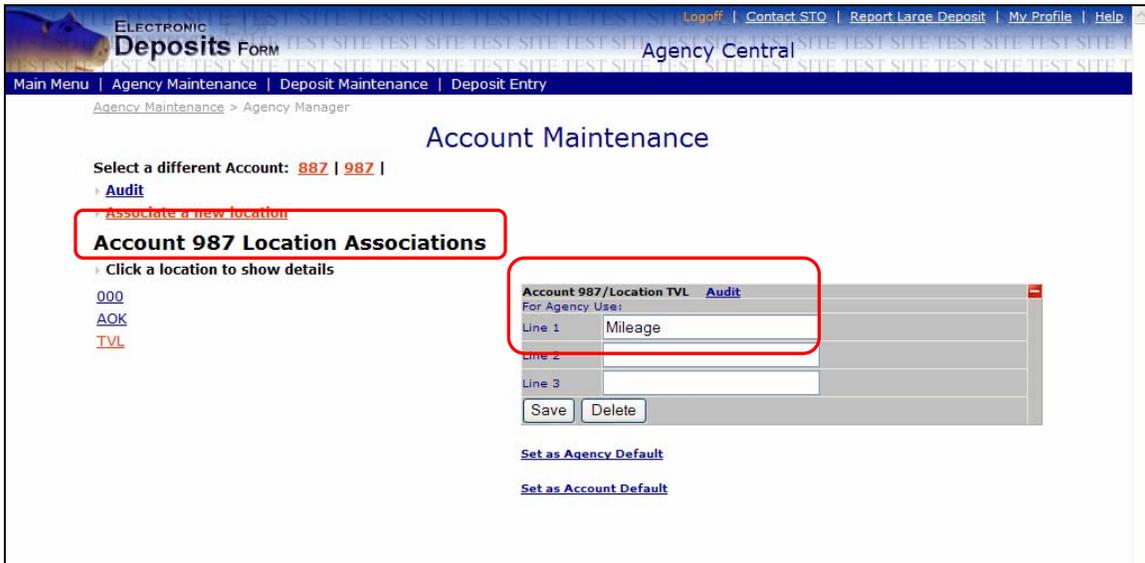
Account 887 with Location “TVL”

The screenshot shows the 'Account Maintenance' interface. At the top, there are navigation links: 'Logoff', 'Contact STO', 'Report Large Deposit', 'My Profile', and 'Help'. Below this is a header for 'Deposits FORM' and 'Agency Central'. A main menu includes 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The current page is 'Account Maintenance', with a breadcrumb trail 'Agency Maintenance > Agency Manager'. The main heading is 'Account Maintenance'. Below this, there are links to 'Select a different Account: 887 | 987 |', 'Audit', and 'Associate a new location'. A red box highlights the section 'Account 887 Location Associations' and a sub-link 'Click a location to show details'. Below this, there are links for '000', 'AOK', and 'TVL'. A table titled 'Account 887/Location TVL' is shown with an 'Audit' link. The table has columns for 'Line' and 'For Agency Use'. Line 1 contains 'Transit'. Line 2 and Line 3 are empty. Below the table are 'Save' and 'Delete' buttons. At the bottom, there are links for 'Set as Agency Default' and 'Set as Account Default'.

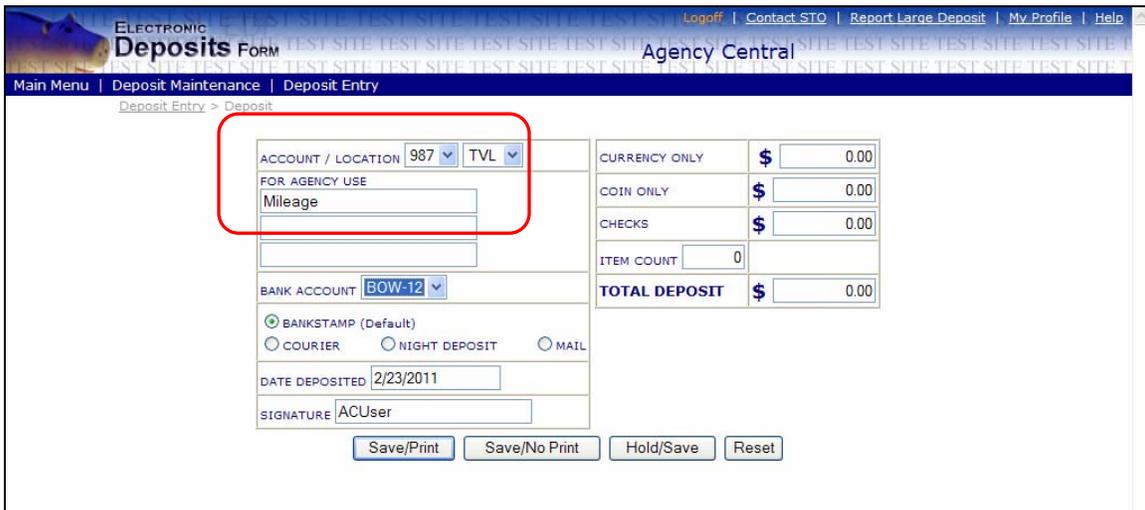
When creating a deposit slip under account ‘887’ and location ‘TVL’ is selected, ‘Transit’ will appear in the first FAU line.

The screenshot shows the 'Deposit Entry' interface. At the top, there are navigation links: 'Logoff', 'Contact STO', 'Report Large Deposit', 'My Profile', and 'Help'. Below this is a header for 'Deposits FORM' and 'Agency Central'. A main menu includes 'Main Menu', 'Deposit Maintenance', and 'Deposit Entry'. The current page is 'Deposit Entry', with a breadcrumb trail 'Deposit Entry > Deposit'. The main heading is 'Deposit Entry'. Below this, there are dropdown menus for 'ACCOUNT / LOCATION' (set to '887') and 'TVL'. Below these is a text field for 'FOR AGENCY USE' containing 'Transit'. A red box highlights the 'ACCOUNT / LOCATION' dropdown and the 'FOR AGENCY USE' field. Below this is a dropdown for 'BANK ACCOUNT' set to 'BOW-12'. There are radio buttons for 'BANKSTAMP (Default)', 'COURIER', 'NIGHT DEPOSIT', and 'MAIL'. Below these is a text field for 'DATE DEPOSITED' set to '2/23/2011' and a text field for 'SIGNATURE' set to 'ACUser'. To the right of the form is a table for deposit amounts: 'CURRENCY ONLY' (\$ 0.00), 'COIN ONLY' (\$ 0.00), 'CHECKS' (\$ 0.00), 'ITEM COUNT' (0), and 'TOTAL DEPOSIT' (\$ 0.00). At the bottom, there are buttons for 'Save/Print', 'Save/No Print', 'Hold/Save', and 'Reset'.

Account 987 with Location 'TVL'



When creating a deposit slip under account '987' and location 'TVL' is selected, 'Mileage' will appear in the first FAU line.



Delete a Location from an Account Number:

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details appear in a gray box
- Click 'Delete' to delete this location from this account
- Say 'OK' to the pop up message to delete

Logoff | Contact STO | Report Large Deposit | My Profile | Help

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance >

Agency Manager

Edit Agency Name

Agency Central

List of Accounts

Click an account for Location Associations

887
987

List of Location Codes

[Create a Location](#)
[Delete a Location](#)
[Audit](#)

Click location to modify name

000* AOK CSH
TVL

Logoff | Contact STO | Report Large Deposit | My Profile | Help

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Agency Manager

Account Maintenance

Select a different Account: 887 | 987 |

[Audit](#)
[Associate a new location](#)

Account 887 Location Associations

Click a location to show details

000
AOK
TVL

→

Account 887/Location AOK [Audit](#)

For Agency Use:

Line 1

Line 2

Line 3

File Edit View Favorites Tools Help

EDF - Agency Manager - Accounts

Logoff | Contact STO | Report Large Deposit | My Profile | Help

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Agency Manager

Account Maintenance

Select a different Account: 887 | 987 |

[Audit](#)
[Associate a new location](#)

Account 887 Location Associations

Click a location to show details

000
AOK
TVL

Account 887/Location AOK [Audit](#)

For Agency Use:

Line 1

Line 2

Line 3

[Set as Agency Default](#)

[Set as Account Default](#)

Windows Internet Explorer

? You are about to delete this record. Do you wish to continue?

Agency Maintenance > Agency Manager

Account Maintenance

Select a different Account: [887](#) | [987](#) |

- ▶ [Audit](#)
- ▶ [Associate a new location](#)

Account 887 Location Associations

▶ [Click a location to show details](#)

[000](#)
[TVL](#)

Loc 'AOK' is deleted

Modify an Existing For Agency Use (FAU) Line:

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The FAU detail will appear in a gray box
- Modify the FAU detail and click 'Save' to keep

The screenshot shows the 'Agency Manager' page. At the top, there is a navigation bar with 'ELECTRONIC Deposits FORM Agency Central' and links for 'Logoff', 'Contact STO', 'Report Large Deposit', 'My Profile', and 'Help'. Below this is a menu bar with 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry'. The main content area has a breadcrumb 'Agency Maintenance >' and the title 'Agency Manager'. There is a section for 'Edit Agency Name' with a text input field containing 'Agency Central' and buttons for 'Save' and 'Audit'. Below this is a 'List of Accounts' section with the instruction 'Click an account for Location Associations'. Two account numbers, '887' and '987', are listed, with '887' highlighted by a red box. To the right is a 'List of Location Codes' section with options to 'Create a Location', 'Delete a Location', and 'Audit'. It includes a table of location codes: '000*' (Mandatory Location), 'AOK', and 'CSH'. A note at the bottom states '* Mandatory Location'.

The screenshot shows the 'Account Maintenance' page for account 887. It features the same navigation and menu bars as the previous screenshot. The title is 'Account Maintenance'. It includes the same 'Select a different Account' and 'Audit/Associate a new location' options. The 'Account 887 Location Associations' section is present, with a 'Click a location to show details' link. Below this, a list of location codes is shown: '000', 'AOK', 'CSH', and 'TVL'. The 'AOK' code is highlighted with a red box, indicating it is the selected location for the FAU detail.

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Agency Manager

Account Maintenance

Select a different Account: [887](#) | [987](#) |

[Audit](#)
[Associate a new location](#)

Account 887 Location Associations

Click a location to show details

[000](#)
[AOK](#)
[CSH](#)
[TVL](#)

Account 887/Location CSH Audit	
For Agency Use:	
Line 1	Parking
Line 2	
Line 3	

[Set as Agency Default](#)
[Set as Account Default](#)

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Agency Manager

Account Maintenance

Select a different Account: [887](#) | [987](#) |

[Audit](#)
[Associate a new location](#)

Account 887 Location Associations

Click a location to show details

[000](#)
[AOK](#)
[CSH](#)
[TVL](#)

Changed to

Account 887/Location CSH Audit	
For Agency Use:	
Line 1	Cal Card
Line 2	
Line 3	

[Set as Agency Default](#)
[Set as Account Default](#)

Note: FAU lines come in very handy and may serve as a reminder for repetitive information. The person keying the deposit can type additional information on FAU line 2 since FAU line 1 already contains a description.

Agency Default vs. Account Default:

The Agency Default is the account and location combination that always appears first on the deposit entry form for the entire agency. An Account Default is a location that appears first if a specific account is selected. An Agency Default takes precedence over an Account Default.

The difference between Agency Default and Account Default is only an issue if you have multiple accounts in your agency. If your agency has only one account, they both react the same way.

NOTE: Defaults only affect users who have access to the Account/Location combination designated for either default and is only noticeable if the user has access to more than one Account/Location combination (see Agency Maintenance – User Manager).

Set Agency Default (for multiple accounts):

To Set the Agency Default:

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details will appear in a gray box
- Click on ‘Set as Agency Default’

The image consists of two screenshots from a web application. The top screenshot shows the 'Agency Manager' page. It has a navigation bar with 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry'. Below the navigation bar, there is a section for 'Agency Manager' with an 'Edit Agency Name' field containing 'Agency Central' and 'Save | Audit' buttons. Below this is the 'List of Accounts' section, which has a red box around the text 'Click an account for Location Associations' and the account numbers '887' and '987'. To the right is the 'List of Location Codes' section with links for 'Create a Location', 'Delete a Location', and 'Audit'. The bottom screenshot shows the 'Account Maintenance' page for account 887. It has a navigation bar with 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry'. Below the navigation bar, there is a section for 'Account Maintenance' with a 'Select a different Account: 887 | 987 |' and links for 'Audit' and 'Associate a new location'. Below this is the 'Account 887 Location Associations' section, which has a red box around the text 'Click a location to show details' and a list of location codes: '000', 'AOK', 'CSH', and 'TVL'. An arrow points from this list to a gray box containing 'Account 887/Location AOK' and 'Audit' buttons. Below this gray box are 'Save' and 'Delete' buttons, and a red box around the 'Set as Agency Default' button.

ELECTRONIC Deposits FORM Agency Central

Logoff | Contact STO | Report Large Deposit

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Agency Manager

Account Maintenance

Select a different Account: **887** | **987** |

- [Audit](#)
- [Associate a new location](#)

Account 887 Location Associations

- Click a location to show details
 - [000](#)
 - [AOK²](#)
 - [CSH](#)
 - [TVL](#)
 - ² Agency Default

Agency Default:
Account: 887
Location: AOK

Account 887/Location AOK will appear first on the deposit entry forms for everyone in the agency that has access to this combination (see Agency Maintenance – Agency Manager).

ELECTRONIC Deposits FORM Agency Central

Logoff | Contact STO | Report Large Deposit | My Profile | Help

Main Menu | Deposit Maintenance | Deposit Entry

Deposit Entry > Deposit

ACCOUNT / LOCATION 887 AOK

FOR AGENCY USE		CURRENCY ONLY	\$	0.00
		COIN ONLY	\$	0.00
		CHECKS	\$	0.00
		ITEM COUNT		0
		TOTAL DEPOSIT	\$	0.00

BANK ACCOUNT: BOW-12

BANKSTAMP (Default)
 COURIER
 NIGHT DEPOSIT
 MAIL

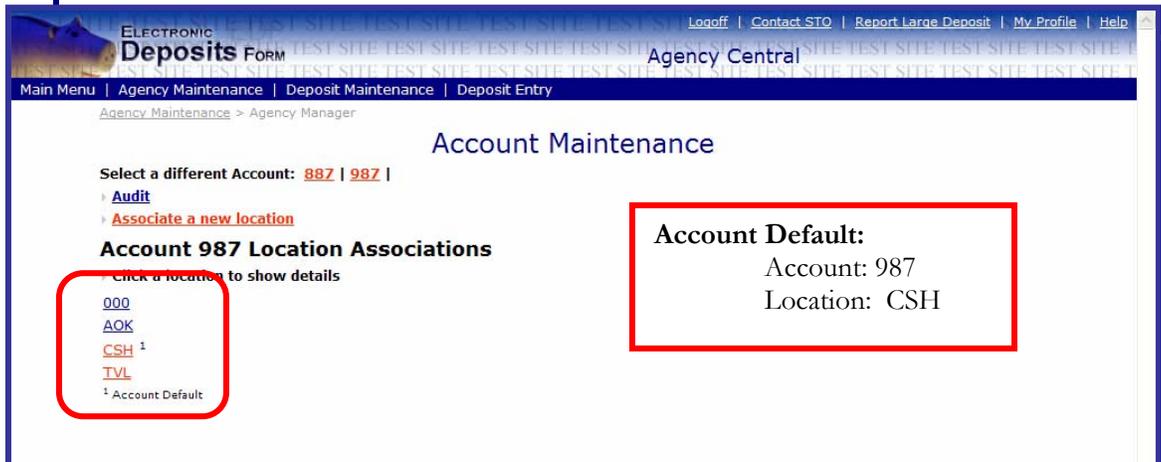
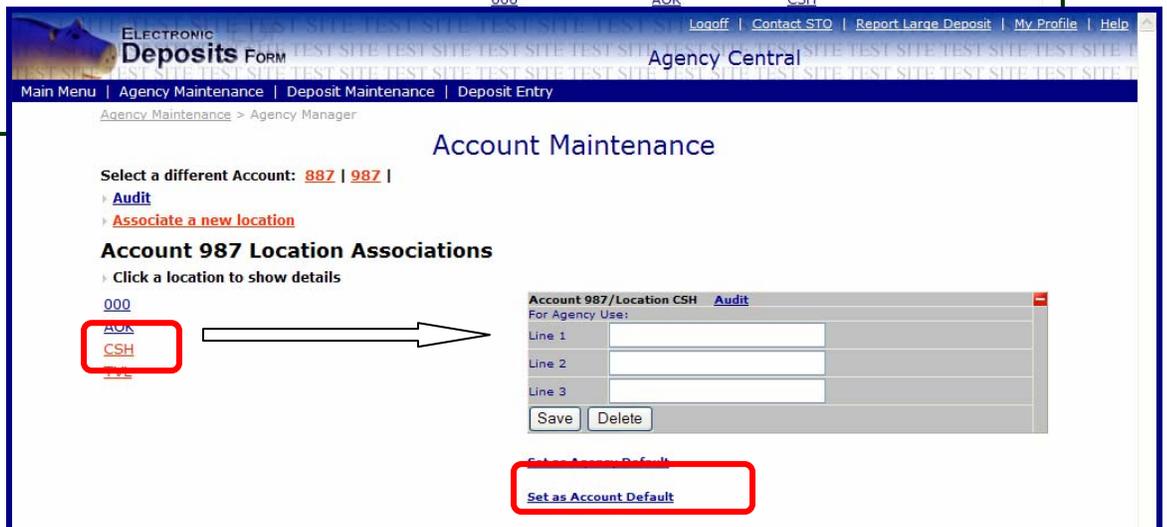
DATE DEPOSITED: 2/25/2011

SIGNATURE: ACUser

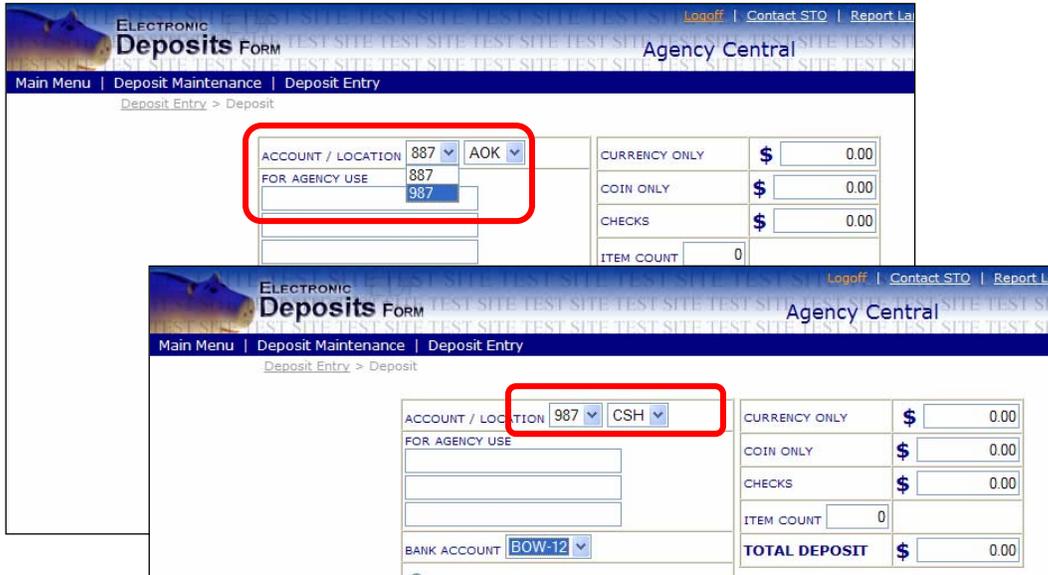
Set Account Default (single or multiple accounts):

Setting a location as the Account Default means that this location code will appear first whenever the account is selected from the drop down menu on the deposit entry form.

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details will appear in a gray box
- Click on ‘Set as Account Default’

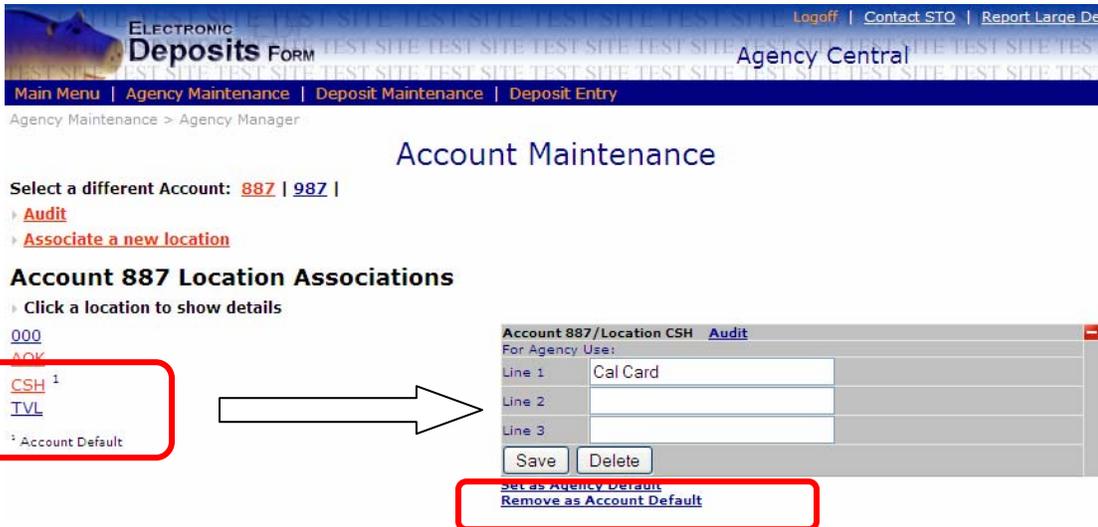


Location “CSH” will appear first on the deposit entry forms if Account 987 is selected.



Changing the Account Default:

To change an Account Default, first remove the existing Account Default then follow the instructions for ‘Set Account Default’.



Remember: If an account has both an Agency Default and an Account Default, the Agency Default always takes precedence.

Changing the Agency Default:

Changing the Agency Default is very simple. Just follow the instructions for ‘Set Agency Default (for multiple accounts)’ and the new account/location code you select becomes the new Agency Default. This automatically changes the old Agency Default to an Account Default. If you do not want the old Agency Default to become an Account Default, you must also follow the instructions for ‘Removing an Account Default’.

- Click on the account number in the List of Accounts section
- Select a location on the Account Maintenance screen
- The details will appear in a gray box
- Click on ‘Set as Agency Default’

Example: change Agency Default from ‘887 AOK’ to ‘887 TVL’

The screenshot shows the 'Account Maintenance' page for account 887. Under 'Account 887 Location Associations', a list of locations is shown: 000, AOK², CSH, and TVL. A red box highlights the AOK entry, and another red box contains the text 'Agency Default was AOK'. The page header includes 'ELECTRONIC Deposits FORM' and 'Agency Central'.

This screenshot shows the same 'Account Maintenance' page, but with TVL selected as the Agency Default, indicated by a red box around the TVL entry. An arrow points from the TVL entry to a gray pop-up window titled 'Account 887/Location TVL'. This window contains a table for 'For Agency Use:' with three lines: Line 1 (Transit), Line 2, and Line 3. Below the table are 'Save' and 'Delete' buttons. A red box highlights the 'Set as Agency Default' button at the bottom of the pop-up.

The final screenshot shows the 'Account Maintenance' page with TVL now listed as the Agency Default, highlighted by a red box. A red box next to it contains the text 'New Agency Default is TVL'. The page header and navigation menu are consistent with the previous screenshots.

Removing an Agency Default:

Removing an Agency Default without assigning a new one is a 2 step process. Removing an Agency Default turns it into the Account Default. If you don't want it as the Account default, follow the instructions for 'Deleting an Account Default'.

Step 1: Remove the Agency Default designation

- Select an account in List of Accounts
- Select a location on the Account Maintenance screen
- Click on 'Remove as Agency Default' under the gray FAU box that appears

The screenshots illustrate the following steps:

- Agency Manager:** The user is on the 'Agency Manager' page. Under 'List of Accounts', account 887 is selected.
- Account Maintenance:** The user is on the 'Account Maintenance' page for account 887. Under 'Account 887 Location Associations', location TVL 2 is selected. A gray box for 'For Agency Use' appears with a 'Remove as Agency Default' button.
- Final State:** The 'Remove as Agency Default' button has been clicked, and the location TVL 1 is now designated as the 'Account Default'.

Step 2: Remove the Account Default designation (optional)
Follow the instructions for 'Removing an Account Default'

Removing an Account Default:

To remove an existing Account Default:

- Select an account in List of Accounts
- Select a location on the Account Maintenance screen
- Click on 'Remove as Account Default' under the gray FAU box that appears



This screenshot shows the 'Agency Manager' interface. At the top, there is a navigation bar with 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry'. Below this, the 'Agency Maintenance' breadcrumb is visible. The main heading is 'Agency Manager'. Underneath, there is a section for 'Edit Agency Name' with a text input field containing 'Agency Central' and 'Save | Audit' buttons. Below this, there are two columns: 'List of Accounts' and 'List of Location Codes'. In the 'List of Accounts' column, the account numbers '887' and '987' are listed, with '887' circled in red. In the 'List of Location Codes' column, there are links for 'Create a Location', 'Delete a Location', and 'Audit'.



This screenshot shows the 'Account Maintenance' interface for account 887. The breadcrumb is 'Agency Maintenance > Agency Manager'. The main heading is 'Account Maintenance'. Below this, there is a section for 'Select a different Account: 887 | 987 |' with links for 'Audit' and 'Associate a new location'. The main section is 'Account 887 Location Associations' with a link 'Click a location to show details'. Below this, there is a list of location codes: '000', 'AOK', 'CSH', and 'TVL 1'. The 'TVL 1' entry is circled in red and has a small '1' next to it, indicating it is the 'Account Default'. An arrow points from this entry to a gray box on the right. This gray box contains the text 'Account 887/Location TVL Audit' and 'For Agency Use:'. Below this, there are three rows for 'Line 1', 'Line 2', and 'Line 3', each with a text input field. The 'Line 1' field contains the text 'Transit'. At the bottom of the gray box are 'Save' and 'Delete' buttons. Below the gray box, there are two links: 'Set as Agency Default' and 'Remove as Account Default', with the latter circled in red.



This screenshot shows the 'Account Maintenance' interface for account 887, similar to the previous one. The breadcrumb is 'Agency Maintenance > Agency Manager'. The main heading is 'Account Maintenance'. Below this, there is a section for 'Select a different Account: 887 | 987 |' with links for 'Audit' and 'Associate a new location'. The main section is 'Account 887 Location Associations' with a link 'Click a location to show details'. Below this, there is a list of location codes: '000', 'AOK', 'CSH', and 'TVL'. The 'TVL' entry is circled in red.

AGENCY MAINTENANCE: BANK MANAGER

Security clearance required:

- Supervisor
- Site Administrator

Purpose of Function:

This function lists the depository banks that are available for use on the deposit entry forms. All the main CTS banks will be made available to every agency. (However, the Pre-Sort and Misc-Sort banks will only be available to the Pre-Sort agencies.) By activating or deactivating the banks on the list, each agency can control the bank deposit slips available to their personnel.

PLEASE NOTIFY STO IF YOU ARE PLANNING TO USE A DEPOSITORY BANK YOU DON'T NORMALLY USE.

The details for each bank (bank account number, address, etc.) are established by STO Administrators and cannot be modified at the agency level.

The Bank Manager also allows each agency to establish the beginning deposit number based upon individual accounts in each bank.

The screenshot displays the Agency Central web application interface. At the top, there is a navigation bar with links for "Logoff", "Contact STO", "Report Large Deposit", "My Profile", and "Help". Below this is a header area with "ELECTRONIC Deposits FORM" on the left and "Agency Central" on the right. A main menu bar contains "Main Menu", "Agency Maintenance", "Deposit Maintenance", and "Deposit Entry". The main content area shows a welcome message: "Welcome, STO AC. You are logged in to the EDF system with Site Administrator privileges." Below this is a "System Message" box indicating the last message was posted on 2/24/2011. The primary menu is organized into three sections: "Agency Maintenance" (containing "User Manager", "Agency Manager", and "Bank Manager", with "Bank Manager" circled in red), "Deposit Maintenance" (containing "Deposits Manager", "Download Deposit Data", "Create a Report", and "View/Reprint a Deposit"), and "Deposit Entry" (containing "Deposit", "Pre-Sort", "Misc-Sort", "Imaged Cash Letter", "Remote Deposits", "Adj./Wires/Misc", "Supplemental Adj.", and "Wires/Misc").

Activating/Deactivating Available Banks:

The 'Change Account Status' column tells you if the bank is active or not

- Make Inactive means the bank is currently active, click to make it inactive
- Make Active means the bank is currently inactive, click to make active

Bank Short Name	Account Number	Change Account Status	Start Number
Regular			
BOW-12	032002600	Make Inactive	Edit
Pre-Sort			
CITI (PS)-05	202163614	Make Inactive	Edit
Misc-Sort			
BOFA (MS)-03	14999D27144	Make Inactive	Edit
Imaged Cash Letter			
None			
Remote Deposits			
US BANK (R)-11	153400981954	Make Inactive	Edit

Banks that are inactive will not be available on the deposit entry forms used to key data.

Deposit Numbers Background:

Every deposit slip number on this system has 10 digits. The first 4 numbers are predetermined and cannot be changed. Each agency can determine the starting number of the last 6 digits on a bank's deposit slip or accept the default of '000001' (shown as '1').

Deposit number – 10-digit breakdown:

- 1st: '1' Regular, PreSort & MiscSort, '2' Remote Site Deposit, '3' Imaged Cash Letter
- 2nd – 4th: agency account number
- 5th – 10th: agency determined; the default is 000001 (if it reaches 999999, the next number will be 000000)

Deposit Numbers - Bank/Account vs Bank/Account/Location:

The Bank Manager also allows each agency to establish the beginning deposit number based upon individual accounts in each bank. You have 2 options to base your deposits numbering system on:

- Bank and agency account
- Bank, agency account and location code

For example, if the bank/agency account option is used, all deposits keyed for account 555 in Wizard City Bank will be sequential even if there were 5 different 'location codes' used. If the flag were reset to be based on bank/account/location, all account 555 deposits keyed to Wizard City Bank would be sequential only if they were for the same location code in the same bank.

The default option is based on the bank and agency account number(s). You must notify STO if you want to establish start numbers based on the bank, account and location We have to set a special flag that will allow you to do this. (See appendices A – D for detailed examples on the difference.)

Set the Starting Deposit Number for Each Bank:

You can enter a start number for an active or inactive bank. If the bank is inactive, the program reminds you the bank is inactive, click 'OK' and it will accept your input. This information will not be used until the bank is made active.



You can be creative in determining the start number, but remember, this number will always increment by 1. For instance, if you are positive that you never make more than 9,999 deposits each year, you can use the 5th and 6th digits to display the STO assigned bank number and set the last digit to '1'. Hence, the first BofA (STO # = '02") deposit number for an agency with account #555 might be:

1 555 02 0001 = 1555020001

In order for the 5th and 6th places (02) in this number to remain significant, the numbers would have to be monitored and reset regularly (after all, the number after 1555029999 is 1555030000)

- On the Bank Manager screen click 'Edit' in the 'Start Number' column for a specific bank
- Click on 'Add a New Start Number'
- Select the account from the dropdown
- Type in the number you want the deposits to begin with (up to 6 digits)
(this represents the last 6 digits of the deposit number. Even though it may show as less than 6 digits, it will zero fill on the deposit slip)
- Click on 'Add'



ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Bank Manager

Start Numbers

[Audit](#)

CITIBANK NA, 05, Account Number: 202163614

> [Add a New Start Number](#)

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Bank Manager

Start Numbers

[Audit](#)

CITIBANK NA, 05, Account Number: 202163614

> [Add a New Start Number](#)

Account: 887

Start Num: 887

ELECTRONIC Deposits FORM Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Bank Manager

Start Numbers

[Audit](#)

CITIBANK NA, 05, Account Number: 202163614

> [Add a New Start Number](#)

Account: 887

Start Number: 100

the first deposit number for this bank will be 100

Remember: The default is '000001' (shown as '1').

Modifying a Start Number:

- In Bank Manager menu click on 'Edit' on a specific bank line
- Select the account on the 'Start Numbers' screen
- Type in the number you want the deposits to begin with
- Click on 'Update'

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance >

Bank Manager

[Audit](#)

Bank Short Name	Account Number	Change Account Status	Start Number
Regular BOW-12	032002600	Make Inactive	Edit
Pre-Sort CITI (PS)-05	202163614	Make Inactive	Edit
Misc-Sort BOFA (MS)-03	14999D27144	Make Inactive	Edit
Imaged Cash Letter None			
Remote Deposits US BANK (R)-11	153400981954	Make Inactive	Edit

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Bank Manager

Start Numbers

[Audit](#)

BANK OF THE WEST, 12, Account Number: 032002600

[Add a New Start Number](#)

Click an Account below to edit/delete start number.

Account	Start Number
887	1
987	22

Agency Central

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Agency Maintenance > Bank Manager

Start Numbers

[Audit](#)

BANK OF THE WEST, 12, Account Number: 032002600

[Add a New Start Number](#)

Click an Account below to edit/delete start number.

Account	Start Number
887	1
987	22

Note: The last number used is also visible on this screen.

DEPOSIT MAINTENANCE: DEPOSIT ENTRY

Security clearance required:

- User
- Supervisor
- Site Administrator

Purpose of Function:

The main purpose of the Deposit Entry Screens function is to input the information necessary to complete a Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

Deposit (Regular) Entry:

To access the **Deposit Entry Screen** click on the **Deposit** button as shown below.

The screenshot shows the 'Electronic Deposits Form' web application. At the top, there is a navigation bar with links for 'Logoff', 'Contact STO', 'Report Large Deposit', 'My Profile', and 'Help'. Below this, the page title is 'ELECTRONIC Deposits FORM' and the user is logged in as 'DEVELOPMENT - Test Agency'. The main navigation menu includes 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Deposit Entry' section is expanded, showing a list of options: 'Deposit', 'Pre-Sort', 'Misc-Sort', 'Imaged Cash Letter', 'Remote Deposits', 'Adj./Wires/Misc', 'Supplemental Adj.', and 'Wires/Misc'. A large black arrow points to the 'Deposit' link.

The following screen will appear:

The screenshot shows the 'ELECTRONIC Deposits FORM' for 'DEVELOPMENT - Test Agency'. The interface includes a top navigation bar with links like 'Logoff', 'Contact STO', 'Report Large Deposit', 'My Profile', and 'Help'. Below this is a secondary navigation bar with 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The main form area contains several input fields and a summary table.

ACCOUNT / LOCATION	940	000	CURRENCY ONLY	\$	0.00
FOR AGENCY USE			COIN ONLY	\$	0.00
			CHECKS	\$	0.00
			ITEM COUNT		0
BANK ACCOUNT	BOFA-02		TOTAL DEPOSIT	\$	0.00
<input checked="" type="radio"/> BANKSTAMP (Default) <input type="radio"/> COURIER <input type="radio"/> NIGHT DEPOSIT <input type="radio"/> MAIL					
DATE DEPOSITED	12/17/2010				
SIGNATURE	Test789				

Buttons at the bottom: Save/Print, Save/No Print, Hold/Save, Reset

Session defaults:

- **Account**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**
(established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for regular deposit forms is Bankstamp. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Currency Only – This field is for whole dollar amounts only and will not accept cents. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.00. **This is an optional field.**
8. Coin Only – This field is for coin amounts only. Dollar Sign and commas are not allowed. The maximum amount for this field is \$99,999,999.99. You must enter a decimal when keying “cents.” **This is an optional field.**

9. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” **This is an optional field.**

10. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. **This is an optional field.**

11. Total Deposit – This field is the total amount of the deposit (i.e., inclusive of currency, coin, and checks). Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will total the amounts in the Currency Only, Coin Only, and the Check fields to compare against the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.

The screenshot displays the 'Electronic Deposits Form' for 'Emerald City Maintenance'. The form includes fields for 'ACCOUNT / LOCATION' (555, EM), 'CURRENCY ONLY' (656.00), 'ITEM COUNT' (0), 'DATE DEPOSITED' (7/27/2004), and 'SIGNATURE' (CLsite). The 'TOTAL DEPOSIT' field is set to \$ 565.00. An error message box from Microsoft Internet Explorer is overlaid on the form, stating: 'The Deposit Total (565.00) does not match the amounts entered (656.00)'. A large black arrow points to this error message.

After the user verifies all the information entered in the Electronic Deposits Form, they may click on one of the following four options:

The screenshot shows the 'Electronic Deposits Form' for 'Emerald City Maintenance'. The interface includes a navigation bar with 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The form is titled 'Deposit Entry > Deposit' and contains several input fields and a summary table.

ACCOUNT / LOCATION	555	EM
FOR AGENCY USE	Auntie Road	
BANK ACCOUNT	CB&T-07	
<input checked="" type="radio"/> BANKSTAMP (Default)	<input type="radio"/> COURIER	<input type="radio"/> NIGHT DEPOSIT
<input type="radio"/> MAIL	DATE DEPOSITED: 7/27/2004	
SIGNATURE	CLsite	

CURRENCY ONLY	\$ 656.00
COIN ONLY	\$ 0.00
CHECKS	\$ 0.00
ITEM COUNT	0
TOTAL DEPOSIT	\$ 656.00

Buttons: Save/Print, Save/No Print, Hold/Save, Reset. A black arrow points to the 'Save/Print' button.

- 1) **Save/Print:** This option, when selected, will save the deposit information to the database, assign the deposit a transmit status "T" (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:



- 2) **Save/No Print:** This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “I” (unless it is post-dated). However, it will not print the form.
- 3) **Hold/Save:** This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold, which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.
- 4) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

Please Note: This will be the report of deposit (ROD) form used by the majority of state agencies.

Pre-Sort Deposit Entry:

Security clearance required:

- User
- Supervisor
- Site Administrator

Purpose of Function:

The main purpose of the Pre-Sort Deposit Entry Screen function is to input the information necessary to complete a Pre-Sort Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the **Pre-Sort Deposit Entry Screen** click on the **Pre-Sort** button as shown below.

The screenshot shows the web application interface for 'ELECTRONIC Deposits FORM'. The user is logged in as 'DEVELOPMENT - Test Agency'. The navigation menu includes 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Deposit Entry' menu is expanded, showing options like 'Deposit', 'Pre-Sort', 'Misc-Sort', 'Imaged Cash Letter', 'Remote Deposits', 'Adj./Wires/Misc', 'Supplemental Adj.', and 'Wires/Misc'. A large black arrow points to the 'Pre-Sort' option.

The following screen will appear:

The screenshot shows the 'Electronic EDI Deposits Form' for 'Emerald City Maintenance'. The page header includes 'Logoff | Contact STO | My Profile | Help'. The navigation bar shows 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry'. The main content area is titled 'Deposit Entry > Pre-Sort Deposit'.

The form contains the following fields and sections:

- ACCOUNT / LOCATION:** 333 (dropdown), WOZ (dropdown)
- FOR AGENCY USE:** Three empty text input fields.
- BANK ACCOUNT:** EOFA (PS)-01 (dropdown)
- Deposit Method:** Radio buttons for BANKSTAMP (Default), COURIER (selected), NIGHT DEPOSIT, and MAIL.
- DATE DEPOSITED:** 7/27/2004
- SIGNATURE:** CLsite

Summary Table:

CHECKS	\$ 0.00
ITEM COUNT	0
TOTAL DEPOSIT	\$ 0.00

Buttons at the bottom: Save/Print, Save/No Print, Hold/Save, Reset.

Session defaults:

- **Account**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**
(established under Site Admin/Agency Maintenance/User Manager/UserID)

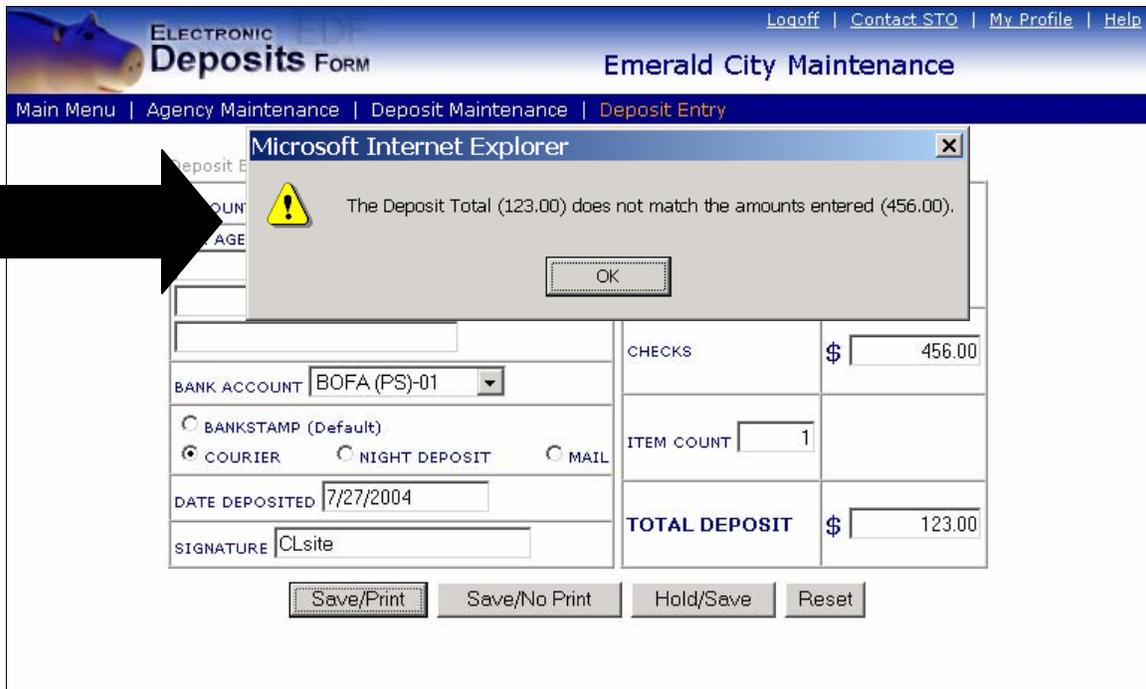
To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

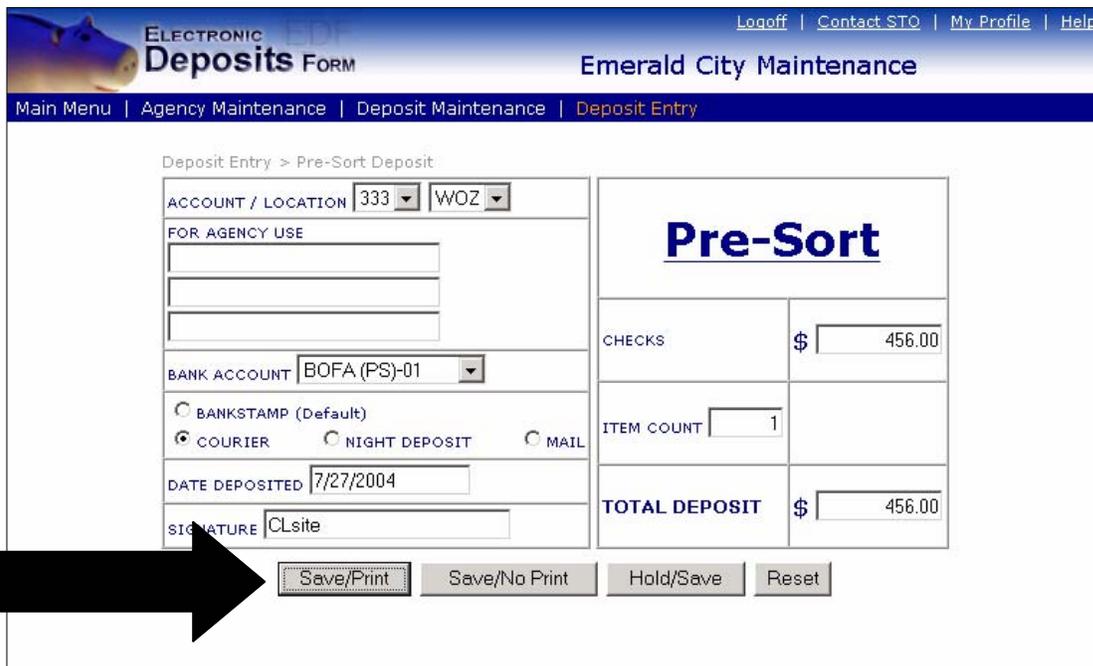
1. First line of the "For Agency Use" (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Pre-Sort deposits is Courier. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” **For Pre-Sort deposits, this is a required field.**
8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. **For Pre-Sort deposits, this is a required field.**
9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

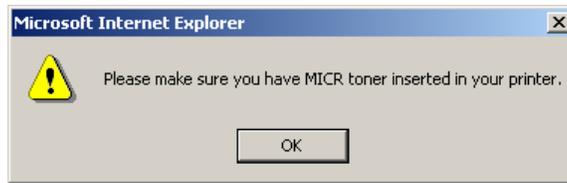
Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.



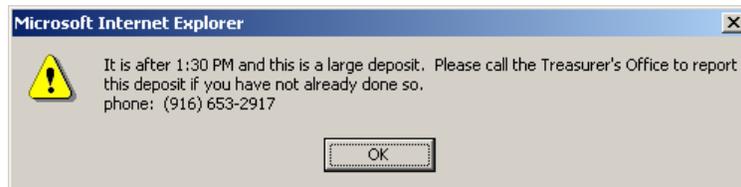
After the user verifies all the information entered in the Pre-Sort Electronic Deposits Form, they may click on one of the following four options:



- 1) **Save/Print:** This option, when selected, will save the deposit information to the database, assign the deposit a transmit status “T” (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:



- 2) **Save/No Print:** This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “I” (unless it is post-dated). However, it will not print the form.
- 3) **Hold/Save:** This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.
- 4) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

Please Note: Only state agencies that pre-sort their checks can access and utilize this report of deposit form.

Misc-Sort Deposit Entry:

Security clearance required:

- User
- Supervisor
- Site Administrator

Purpose of Function:

The main purpose of the Misc-Sort Deposit Entry Screen function is to input the information necessary to complete a Misc-Sort Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the **Misc-Sort Deposit Entry Screen** click on the **Misc-Sort** button as shown below.

The screenshot shows the 'Electronic Deposits Form' interface. At the top, there are links for 'Logoff', 'Contact STO', 'Report Large Deposit', 'My Profile', and 'Help'. The user is logged in as 'DEVELOPMENT - Test Agency'. The navigation menu includes 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Deposit Entry' section is expanded, showing options like 'Deposit', 'Pre-Sort', 'Misc-Sort', 'Imaged Cash Letter', 'Remote Deposits', 'Adj./Wires/Misc', 'Supplemental Adj.', and 'Wires/Misc'. A large black arrow points to the 'Misc-Sort' option.

The following screen will appear:

Deposit Entry > Misc-Sort Deposit

ACCOUNT / LOCATION	333	WOZ
FOR AGENCY USE		
BANK ACCOUNT	BOFA (MS)-03	
<input type="radio"/> BANKSTAMP (Default) <input checked="" type="radio"/> COURIER <input type="radio"/> NIGHT DEPOSIT <input type="radio"/> MAIL		
DATE DEPOSITED	7/27/2004	
SIGNATURE	CLsite	

Misc-Sort	
CHECKS	\$ 0.00
ITEM COUNT	0
TOTAL DEPOSIT	\$ 0.00

Session defaults:

- **Account**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**
(established under Site Admin/Agency Maintenance/User Manager/UserID)

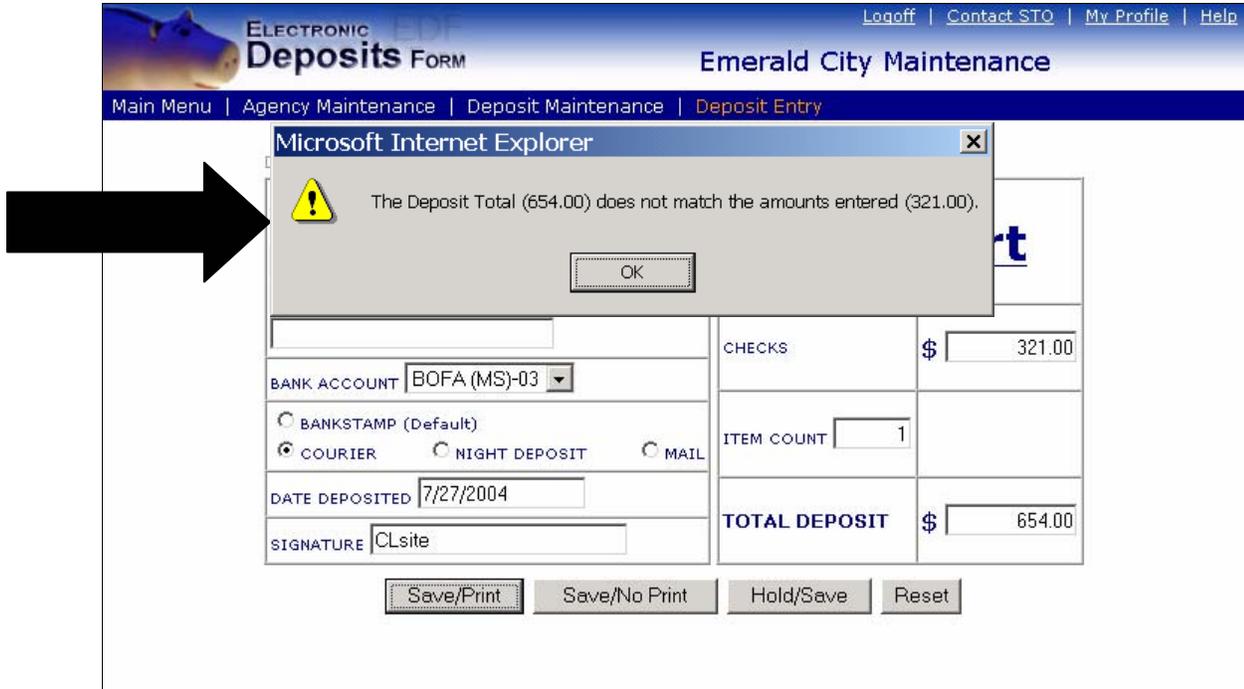
To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Misc-Sort deposits is Courier. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” **For Misc-Sort deposits, this is a required field.**
8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. **For Misc-Sort deposits, this is a required field.**
9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.



The screenshot shows the 'Electronic Deposits Form' for 'Emerald City Maintenance'. The form includes fields for 'CHECKS' (\$321.00), 'ITEM COUNT' (1), and 'TOTAL DEPOSIT' (\$654.00). An error message dialog box is displayed, stating: 'The Deposit Total (654.00) does not match the amounts entered (321.00)'. A large black arrow points to the error message.

Microsoft Internet Explorer

 The Deposit Total (654.00) does not match the amounts entered (321.00).

OK

Electronic Deposits Form

Logoff | Contact STO | My Profile | Help

Emerald City Maintenance

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

BANK ACCOUNT: BOFA (MS)-03

BANKSTAMP (Default) COURIER NIGHT DEPOSIT MAIL

DATE DEPOSITED: 7/27/2004

SIGNATURE: CLsite

CHECKS: \$ 321.00

ITEM COUNT: 1

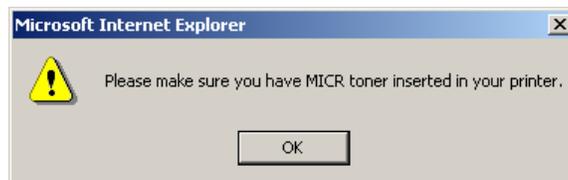
TOTAL DEPOSIT: \$ 654.00

Save/Print | Save/No Print | Hold/Save | Reset

After the user verifies all the information entered in the Misc-Sort Electronic Deposits Form, they may click on one of the following four options:

The screenshot shows the 'Misc-Sort' deposit entry form. The top navigation bar includes 'Logoff', 'Contact STO', 'My Profile', and 'Help'. The main menu includes 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The form is titled 'Deposit Entry > Misc-Sort Deposit'. It contains several input fields: 'ACCOUNT / LOCATION' (333, WOZ), 'FOR AGENCY USE' (three empty text boxes), 'BANK ACCOUNT' (BOFA (MS)-03), 'DATE DEPOSITED' (7/27/2004), and 'SIGNATURE' (CLsite). There are radio buttons for 'BANKSTAMP (Default)', 'COURIER', 'NIGHT DEPOSIT', and 'MAIL'. A summary table on the right shows 'CHECKS' for \$321.00 and 'TOTAL DEPOSIT' for \$321.00. At the bottom, there are four buttons: 'Save/Print', 'Save/No Print', 'Hold/Save', and 'Reset'. A large black arrow points to the 'Save/Print' button.

- 1) **Save/Print:** This option, when selected, will save the deposit information to the database, assign the deposit a transmit status “T” (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:



- 2) **Save/No Print:** This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “T” (unless it is post-dated). However, it will not print the form.
- 3) **Hold/Save:** This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.
- 4) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

Please Note: The Misc-Sort Report of Deposit Form can only be accessed and utilized by state agencies that participate under the State Treasurer’s Office Miscellaneous Sort Contract.

Imaged Cash Letter Deposit Entry:

Security clearance required:

- User
- Supervisor
- Site Administrator

Purpose of Function:

The main purpose of the Imaged Cash Letter Deposit Entry Screen function is to input the information necessary to complete an Imaged Cash Letter Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by your imaging equipment; however the bank may not require the ROD to be imaged. In that case, the ROD number would be entered into a field on the Bank's website when imaging the checks. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the **Imaged Cash Letter Deposit Entry Screen** click on the **Imaged Cash Letter** button as shown below.

The screenshot shows the 'Electronic Deposits Form' interface. At the top, there are links for 'Logoff', 'Contact STO', 'Report Large Deposit', 'My Profile', and 'Help'. The user is logged in as 'DEVELOPMENT - Test Agency'. The navigation menu includes 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The 'Deposit Entry' section is expanded, showing options like 'Deposit', 'Pre-Sort', 'Misc-Sort', 'Imaged Cash Letter', 'Remote Deposits', 'Adj./Wires/Misc', 'Supplemental Adj.', and 'Wires/Misc'. A large black arrow points to the 'Imaged Cash Letter' link.

The following screen will appear:

The screenshot shows a web-based form titled "ELECTRONIC Deposits FORM" for "DEVELOPMENT - State Agency". The form is divided into several sections. On the left, there are input fields for "ACCOUNT / LOCATION" (with values 555 and ABC), "FOR AGENCY USE" (with three empty lines), "BANK ACCOUNT" (with value ICL (0) -91), "DATE DEPOSITED" (with value 2/3/2011), and "SIGNATURE" (with value SWAdmin). Below these fields are four buttons: "Save/Print", "Save/No Print", "Hold/Save", and "Reset". On the right, there is a summary table titled "Imaged Cash Letter" with the following data: "CHECKS" \$ 0.00, "ITEM COUNT" 0, and "TOTAL DEPOSIT" \$ 0.00. The top navigation bar includes links for "Logoff", "Contact STO", "Report Large Deposit", "My Profile", and "Help". The main menu includes "Main Menu", "Agency Maintenance", "Deposit Maintenance", and "Deposit Entry".

Session defaults:

- **Account**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**
(established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the "For Agency Use" (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28

characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Imaged Cash Letter deposits is Courier. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” **For Imaged Cash Letter deposits, this is a required field.**
8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. **For Imaged Cash Letter deposits, this is a required field.**
9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.

The screenshot displays the 'ELECTRONIC Deposits FORM' interface for 'DEVELOPMENT - State Agency'. The form includes fields for 'ACCOUNT / LOCATION' (555, ABC), 'FOR AGENCY USE', 'BANK ACCOUNT' (ICL (I) - 91), 'DATE DEPOSITED' (2/3/2011), and 'SIGNATURE' (SWAdmin). A summary table shows 'CHECKS' at \$55,000.00, 'ITEM COUNT' at 675, and 'TOTAL DEPOSIT' at \$66,000.00. An error dialog box from 'Windows Internet Explorer' is overlaid, displaying a warning icon and the message: 'The Deposit Total (66,000.00) does not match the amounts entered (55,000.00)'. An 'OK' button is visible in the dialog. A large black arrow points to the 'Save/Print' button on the form.

After the user verifies all the information entered in the Imaged Cash Letter Electronic Deposit Form, they may click on one of the following four options:

The screenshot shows the 'Imaged Cash Letter' form within the 'ELECTRONIC DEPOSITS FORM' system. The form is titled 'DEVELOPMENT - State Agency'. It includes a navigation bar with 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The current page is 'Deposit Entry > Imaged Cash Letter Deposit'. The form fields are as follows:

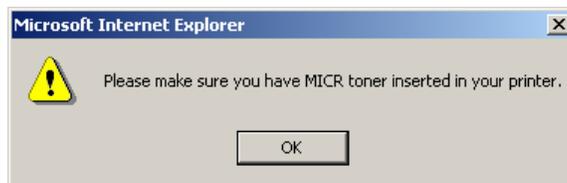
ACCOUNT / LOCATION	555	ABC
FOR AGENCY USE		
BANK ACCOUNT	ICL (I) - 91	
<input type="radio"/> BANKSTAMP (Default)		
<input checked="" type="radio"/> COURIER		
<input type="radio"/> NIGHT DEPOSIT		
<input type="radio"/> MAIL		
DATE DEPOSITED	2/3/2011	
SIGNATURE	SWAdmin	

Summary Table:

CHECKS	\$	0.00
ITEM COUNT		0
TOTAL DEPOSIT	\$	0.00

Buttons: Save/Print, Save/No Print, Hold/Save, Reset

- 5) **Save/Print:** This option, when selected, will save the deposit information to the database, assign the deposit a transmit status “T” (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit, late in the afternoon, you will receive this reminder:



- 6) **Save/No Print:** This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “I” (unless it is post-dated). However, it will not print the form.
- 7) **Hold/Save:** This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.
- 8) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

Please Note: The Imaged Cash Letter Report of Deposit Form can only be accessed and utilized by state agencies who have been set up by the State Treasurer’s Office.

Remote Deposit Entry:

Security clearance required:

- User
- Supervisor
- Site Administrator

Purpose of Function:

The main purpose of the Remote Deposit Entry Screen function is to input the information necessary to complete a Remote Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the desktop scanner supplied by the bank; however, the bank may not require the deposit slip to be scanned. In that case, the ROD number would be entered into a field on the Bank's website when scanning the checks. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the **Remote Deposit Entry Screen** click on the **Remote** button as shown below.

Logoff | Contact STO | Report Large Deposit | My Profile | Help

DEVELOPMENT - Test Agency

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Welcome, State Worker.
You are logged in to the EDF system with [Site Administrator privileges](#).

Agency Maintenance

- ▶ [User Manager](#)
- ▶ [Agency Manager](#)
- ▶ [Bank Manager](#)

Deposit Maintenance

- ▶ [Deposits Manager](#)
- ▶ [Download Deposit Data](#)
- ▶ [Create a Report](#)
- ▶ [View/Reprint a Deposit](#)

Deposit Entry

- ▶ [Deposit](#)
- ▶ [Pre-Sort](#)
- ▶ [Misc-Sort](#)
- ▶ [Imaged Cash Letter](#)
- ▶ [Remote Deposits](#)
- ▶ [Adj./Wires/Misc](#)
- ▶ [Supplemental Adj.](#)
- ▶ [Wires/Misc](#)

There are currently no system messages.

The following screen will appear:

The screenshot shows the 'Electronic Deposits Form' for a 'State Agency'. The form is titled 'Remote Deposits' and contains the following fields and sections:

- ACCOUNT / LOCATION:** 555 | ABC
- FOR AGENCY USE:** (Empty text box)
- BANK ACCOUNT:** BOFA (R)-02
- DEPOSIT METHOD:** BANKSTAMP (Default), COURIER, NIGHT DEPOSIT, MAIL
- DATE DEPOSITED:** 2/3/2011
- SIGNATURE:** SWAdmin

Summary Table:

Remote Deposits	
CHECKS	\$ 0.00
ITEM COUNT	0
TOTAL DEPOSIT	\$ 0.00

Buttons: Save/Print, Save/No Print, Hold/Save, Reset

Session defaults:

- **Account**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**
(established under Site Admin/Agency Maintenance/User Manager/UserID)

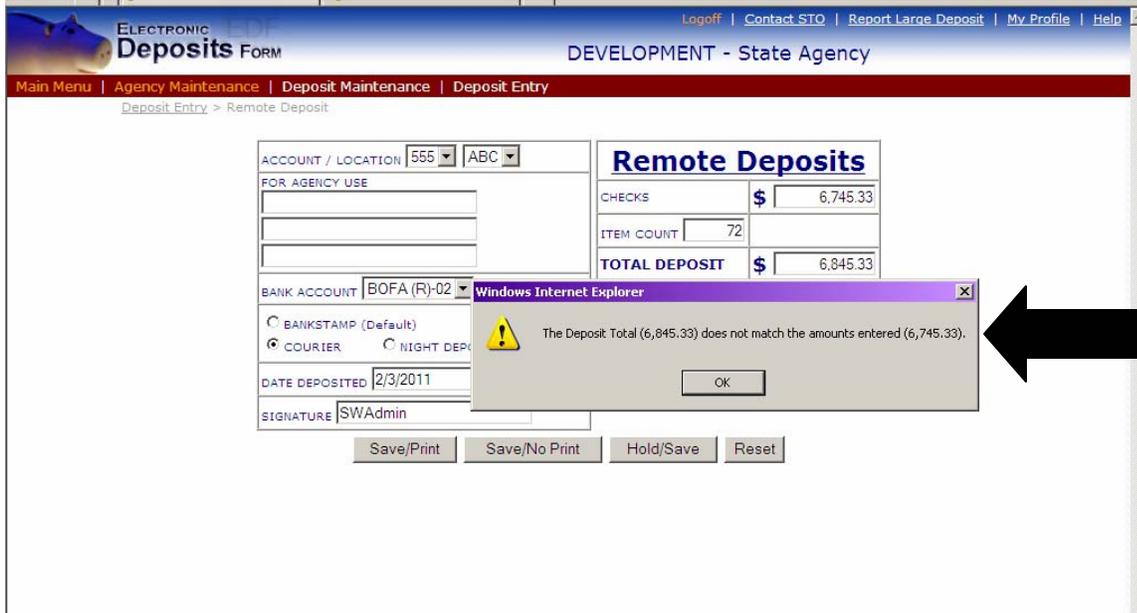
To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the "For Agency Use" (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Remote deposits is Courier. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Checks – This field is for entering the total deposit check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. If this field is left blank, you cannot access the next field, which contains the check count. You must enter a decimal when keying “cents.” **For Remote deposits, this is a required field.**
8. Check Item Count – This field is to be keyed with whole numbers only and will not accept decimals. Dollar Sign and commas are not allowed. This field should contain the total number of checks included in the deposit. The maximum count for this field is 50,000 items. This field cannot be accessed if the check amount field is left blank. **For Remote deposits, this is a required field.**
9. Total Deposit – This field is the total amount of the deposit, which should match the check amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will compare the amount in the Check field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.

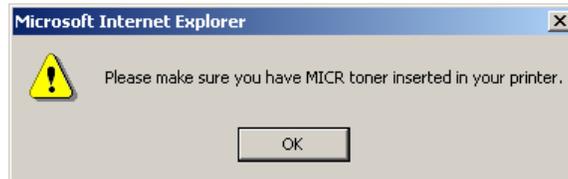


After the user verifies all the information entered in the Remote Electronic Deposits Form, they may click on one of the following four options:

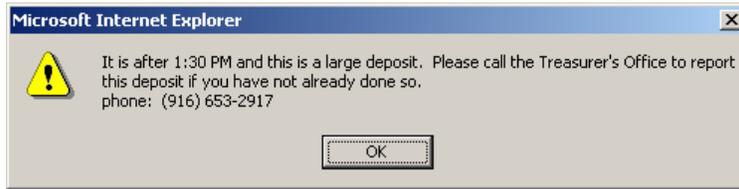
The screenshot shows the 'Remote Deposits' form in a web browser. The form is titled 'Remote Deposits' and is part of the 'ELECTRONIC Deposits FORM' for 'DEVELOPMENT - State Agency'. The form contains several fields and a summary table. A large black arrow points to the 'Save/Print' button.

Remote Deposits	
CHECKS	\$ 6,745.33
ITEM COUNT	72
TOTAL DEPOSIT	\$ 6,745.33

- 1) **Save/Print:** This option, when selected, will save the deposit information to the database, assign the deposit a transmit status "I" (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit late in the afternoon, you will receive this reminder:



- 2) **Save/No Print:** This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “T” (unless it is post-dated). However, it will not print the form.
- 3) **Hold/Save:** This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.
- 4) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

Please Note: The Remote Report of Deposit Form can only be accessed and utilized by state agencies who have been set up by the State Treasurer’s Office.

Supplemental Adj. Deposit Entry:

Security clearance required:

- User
- Supervisor
- Site Administrator

Purpose of Function:

The main purpose of the Supplemental Adj. Deposit Entry Screen function is to input the information necessary to complete a Supplemental Adj. Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the **Supplemental Adj. Deposit Entry Screen** click on the **Supplemental Adj.** button as shown below.

Logoff | Contact STO | Report Large Deposit | My Profile | Help

ELECTRONIC Deposits FORM DEVELOPMENT - Test Agency

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Welcome, State Worker.
You are logged in to the EDF system with [Site Administrator privileges](#).

There are currently no system messages.

Agency Maintenance

- ▶ [User Manager](#)
- ▶ [Agency Manager](#)
- ▶ [Bank Manager](#)

Deposit Maintenance

- ▶ [Deposits Manager](#)
- ▶ [Download Deposit Data](#)
- ▶ [Create a Report](#)
- ▶ [View/Reprint a Deposit](#)

Deposit Entry

- ▶ [Deposit](#)
- ▶ [Pre-Sort](#)
- ▶ [Misc-Sort](#)
- ▶ [Imaged Cash Letter](#)
- ▶ [Remote Deposits](#)
- ▶ [Adj./Wires/Misc](#)
- ▶ [Supplemental Adj.](#)
- ▶ [Wires/Misc](#)

The following screen will appear:

The screenshot shows the 'Electronic EDI Deposits Form' for 'Emerald City Maintenance'. The breadcrumb trail is 'Deposit Entry > Supplemental Adjustment Deposit'. The form is divided into several sections:

- ACCOUNT / LOCATION:** 333 / SUP
- FOR AGENCY USE:** Three empty text input fields.
- BANK ACCOUNT:** UNION-06
- DEPOSIT TYPE:** Radio buttons for BANKSTAMP (Default), COURIER, NIGHT DEPOSIT, and MAIL.
- DATE DEPOSITED:** 5/26/2005
- SIGNATURE:** CLsite
- ADJ., WIRES, MISC.:** \$ 0.00
- TOTAL DEPOSIT:** \$ 0.00

At the bottom of the form are three buttons: 'Hold/Save/Print', 'Hold/Save', and 'Reset'.

Session defaults:

- **Account**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**
The default location code for supplemental deposit slips is “SUP”. This cannot be changed.
- **Bank Account**
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**
(established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Supplemental Adj. deposits is Bankstamp. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be backdated up to 6 months or post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Adj, Wires, & Misc – This field is for supplemental deposit adjustments. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. You must enter a decimal when keying “cents.” **For Supplemental Adj. deposits, this is a required field.**
8. Total Deposit – This field is the total amount of the deposit, which should match the Adj./Wire/Misc. amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will compare the amount in the Adj./Wire/Misc. field to the Total Deposit Amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.

The screenshot shows the 'Electronic Deposits FORM' interface for 'Emerald City Maintenance'. The page includes a navigation bar with 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry' and a top right corner with 'Logoff | Contact STO | My Profile | Help'. A 'Microsoft Internet Explorer' window is overlaid on the form, displaying a yellow warning icon and the message: 'The Deposit Total (6.00) does not match the amounts entered (3.00)'. A large black arrow points from the left towards this error message. The form fields are as follows:

BANK ACCOUNT	UNION-06	ADJ., WIRES, MISC.	\$ 3.00
<input checked="" type="radio"/> BANKSTAMP (Default) <input type="radio"/> COURIER <input type="radio"/> NIGHT DEPOSIT <input type="radio"/> MAIL		TOTAL DEPOSIT	\$ 6.00
DATE DEPOSITED	5/26/2005		
SIGNATURE	CLsite		

Buttons at the bottom of the form are: 'Hold/Save/Print', 'Hold/Save', and 'Reset'.

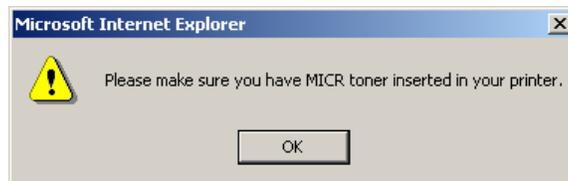
After the user verifies all the information entered in the Supplemental Adj. Electronic Deposits Form, they may click on one of the following three options:

The screenshot shows the 'Electronic Deposits Form' for 'Emerald City Maintenance'. The form is titled 'Supplemental' and contains the following fields and options:

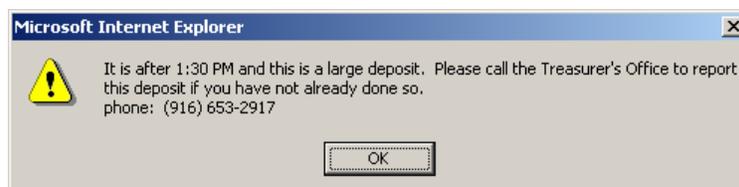
- ACCOUNT / LOCATION: 333 / SUP
- FOR AGENCY USE: (empty fields)
- BANK ACCOUNT: UNION-06
- DEPOSIT TYPE: BANKSTAMP (Default), COURIER, NIGHT DEPOSIT, MAIL
- DATE DEPOSITED: 5/26/2005
- SIGNATURE: CLsite
- ADJ., WIRES, MISC.: \$ 3.00
- TOTAL DEPOSIT: \$ 3.00

At the bottom, there are three buttons: 'Hold/Save/Print', 'Hold/Save', and 'Reset'. A large black arrow points to the 'Hold/Save/Print' button.

- 1) **Hold/Save/Print:** This option, when selected, will save the deposit information to the database and will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function. Each day, STO Bank Rec staff will review bank data to determine when supplemental deposits have been credited to the State’s account. The designated staff at each agency will be notified when bank credit has been processed for supplemental deposits and instructed to change the deposit status from “Hold” to “Transmit.” The system will then take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar supplemental deposit late in the afternoon, you will receive this reminder:



- 2) **Hold/Save:** This option, when selected, will save the deposit information to the database and will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function. Each day, STO Bank Rec staff will review bank data to determine when supplemental deposits have been credited to the State’s account. The designated staff at each agency will be notified when bank credit has been processed for supplemental deposits and instructed to change the deposit status from “Hold” to “Transmit.”
- 3) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

Please Note: The Supplemental Adj. Report of Deposit Form can be accessed and utilized by all state agencies. This form will be used to make supplemental report of deposit forms per SAM Section 8033.3. This form replaces the Adj./Wires/Misc. section on the paper report of deposit form. Supplemental Adj. deposit forms can be accessed for any Centralized Treasury System (CTS) Bank the agency has activated on their EDF program.

Wires/Misc. Deposit Entry:

Security clearance required:

- User
- Supervisor
- Site Administrator

Purpose of Function:

The main purpose of the Wires/Misc. Deposit Entry Screen function is to input the information necessary to complete a Wires/Misc. Report of Deposit (ROD) form. The ROD form prints on special paper with MICR toner that enables the encoded line to be read by the bank's reader/sorter equipment. The ROD form prints on perforated paper stock in 3 sections - original bank copy, duplicate bank copy (or extra agency copy when the bank only requires the original) and an agency copy.

Please Note: The copy to the State Treasurer's Office has been eliminated since the information for each deposit will be transmitted electronically on a daily basis.

To access the **Wires/Misc. Deposit Entry Screen** click on the **Wires/Misc.** button as shown below.

Logoff | Contact STO | Report Large Deposit | My Profile | Help

DEVELOPMENT - Test Agency

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Welcome, State Worker.
You are logged in to the EDF system with [Site Administrator privileges](#).

Agency Maintenance There are currently no system messages.

- ▶ [User Manager](#)
- ▶ [Agency Manager](#)
- ▶ [Bank Manager](#)

Deposit Maintenance

- ▶ [Deposits Manager](#)
- ▶ [Download Deposit Data](#)
- ▶ [Create a Report](#)
- ▶ [View/Reprint a Deposit](#)

Deposit Entry

- ▶ [Deposit](#)
- ▶ [Pre-Sort](#)
- ▶ [Misc-Sort](#)
- ▶ [Imaged Cash Letter](#)
- ▶ [Remote Deposits](#)
- ▶ [Adj./Wires/Misc](#)
- ▶ [Supplemental Adj.](#)
- ▶ [Wires/Misc](#)

The following screen will appear:

Deposit Entry > Adjustment Deposit

ACCOUNT / LOCATION	333	WOZ
FOR AGENCY USE		
BANK ACCOUNT	UNION-06	
<input checked="" type="radio"/> BANKSTAMP (Default) <input type="radio"/> COURIER <input type="radio"/> NIGHT DEPOSIT <input type="radio"/> MAIL		
DATE DEPOSITED	7/27/2004	
SIGNATURE	CLsite	

Wires/Misc.	
ADJ., WIRES, MISC.	\$ 0.00
TOTAL DEPOSIT	\$ 0.00

Session defaults:

- **Account**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Location**
(established under Site Admin/Supervisor Function/Agency Maintenance/Agency Manager)
- **Bank Account**
(selected as active or inactive under Site Admin/Supervisor Function/Agency Maintenance/Bank Manager)
- **Signature**
(established under Site Admin/Agency Maintenance/User Manager/UserID)

To change the Account, Location or Bank just click on the drop-down menu arrow to the right of each field and click on the desired data. Please keep in mind that this data is linked together when set-up under the Agency Maintenance function. These items cannot be over-typed, just selected.

The remaining deposit fields are indexed, which means that when you finish entering data into a field and hit the tab key, the cursor will go to the next field where data may be entered. You are not required to enter data in all the fields. Please note below which fields are required. You may skip fields by continuing to hit the tab key until you have reached the desired field. The order and requirements for each field are as stated:

1. First line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**

2. Second line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
3. Third line of the “For Agency Use” (FAU) box – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This line of data is editable by the user when over-typed. The field contains up to 28 characters of data depending on how many uppercase characters are entered. This data will remain constant until changed by the user (changes made to the FAU lines on the deposit entry forms are kept as long as the account or location is not changed). **This is an optional field.**
4. Bankstamp - Courier – Night Deposit – Mail – This is a set of mutually exclusive check boxes. Boxes can be selected by using the arrow keys or by pointing and selecting with your mouse. The default for Wires/Misc. deposits is Bankstamp. This data will remain constant until changed by the user. **This is a required field.**
5. Date Deposited – This field has a default of the current system date. The date is editable by the user. The date can be backdated up to 6 months or post-dated up to 10 working days. Date remains constant until changed by the user. Enter date as MM/DD/YYYY. **THIS DATE MUST BE THE SAME AS THE ACTUAL DEPOSITED BANK DATE. This is a required field.**
6. Signature – This field may have default data automatically filled in from the information entered in the Agency Manager function during setup. This field should contain the initials or name of the person entering the deposit information. A maximum of 21 characters may be entered into this field. This field may be over-typed. **This is an optional field.**
7. Adj, Wires, & Misc – This field is for wires and any other amounts not suited for the other fields. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. You must enter a decimal when keying “cents.” **For Wires/Misc. deposits, this is a required field.**
8. Total Deposit – This field is the total amount of the deposit, which should match the Adj./Wire/Misc. amount. Dollar Sign and commas are not allowed. The maximum amount for this field is \$999,999,999.99. You must enter a decimal when keying “cents.” **This is a required field and must be in agreement with any detailed amounts entered.**

Once the Total Deposit is entered and saved, the system will compare the amount in the Adj./Wire/Misc. field to the Total Deposit amount entered by the user. If they do not match, an error message is displayed (see below) and the cursor returns to the Total Deposit field. You may position the cursor wherever necessary to correct the problem.

The screenshot displays the 'Electronic Deposits Form' for 'Emerald City Maintenance'. The form is titled 'Microsoft Internet Explorer' and contains the following fields and controls:

- Navigation:** Logoff | Contact STO | My Profile | Help
- Form Title:** ELECTRONIC Deposits FORM Emerald City Maintenance
- Menu:** Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry
- Form Fields:**
 - BANK ACCOUNT: UNION-06
 - DEPOSIT TYPE: BANKSTAMP (Default), COURIER, NIGHT DEPOSIT, MAIL
 - DATE DEPOSITED: 7/27/2004
 - SIGNATURE: CLsite
 - ADJ., WIRES, MISC.: \$ 9.00
 - TOTAL DEPOSIT: \$ 6.00
- Buttons:** Save/Print, Save/No Print, Hold/Save, Reset

An error message box is overlaid on the form, stating: "The Deposit Total (6.00) does not match the amounts entered (9.00)." A large black arrow points to this error message box.

After the user verifies all the information entered in the Wires/Misc. Electronic Deposits Form, they may click on one of the following four options:

The screenshot shows the 'Electronic Deposits Form' for 'Emerald City Maintenance'. The interface includes a navigation bar with 'Logoff', 'Contact STO', 'My Profile', and 'Help'. Below the navigation bar, there are links for 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance', and 'Deposit Entry'. The main content area is titled 'Deposit Entry > Adjustment Deposit' and contains the following fields and buttons:

- ACCOUNT / LOCATION: 333 (dropdown), WOZ (dropdown)
- FOR AGENCY USE: Three empty text input fields.
- BANK ACCOUNT: UNION-06 (dropdown)
- DEPOSIT TYPE: BANKSTAMP (Default), COURIER, NIGHT DEPOSIT, MAIL
- DATE DEPOSITED: 7/27/2004
- SIGNATURE: CLsite
- Buttons: Save/Print, Save/No Print, Hold/Save, Reset

On the right side of the form, there is a section titled 'Wires/Misc.' with two rows of data:

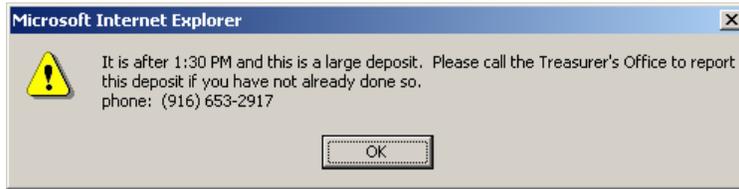
ADJ., WIRES, MISC.	\$	9.00
TOTAL DEPOSIT	\$	9.00

A large black arrow points to the 'Save/Print' button.

- 1) **Save/Print:** This option, when selected, will save the deposit information to the database, assign the deposit a transmit status "T" (unless it is post-dated) and will take you to a preview copy of the deposit form where you may choose to print the form or return to the deposit entry form without printing. The form does not print automatically when this function is selected. **The first time you choose this function during a session, you will receive the following message:**



If you are keying a large dollar deposit late in the afternoon, you will receive this reminder:



- 2) **Save/No Print:** This option, when selected, will save the deposit information to the database and will assign the deposit a transmit status “I” (unless it is post-dated). However, it will not print the form.
- 3) **Hold/Save:** This option, when selected, will save the deposit information to the database, will assign it a status of “H” for hold which will not allow the deposit to be transferred until the status has been updated by a supervisor or site administrator in the Deposits Manager function.
- 4) **Reset:** This option, when selected, will clear the current deposit information, allowing the user to re-key the deposit. It does not save the deposit information to the database.

Please Note: The Wires/Misc. Report of Deposit Form can be accessed and utilized by all state agencies. This form will be used in making deposits that do not fit under the categories of currency, coin or checks. This form replaces the Adj./Wires/Misc. section on the paper report of deposit form. Wires/Misc. deposit forms can be accessed for any Centralized Treasury System (CTS) Bank the agency has activated on their EDF program.

DEPOSIT MAINTENANCE - DEPOSITS MANAGER

Security clearance required:

- Supervisor
- Site Administrator

Purpose of Function:

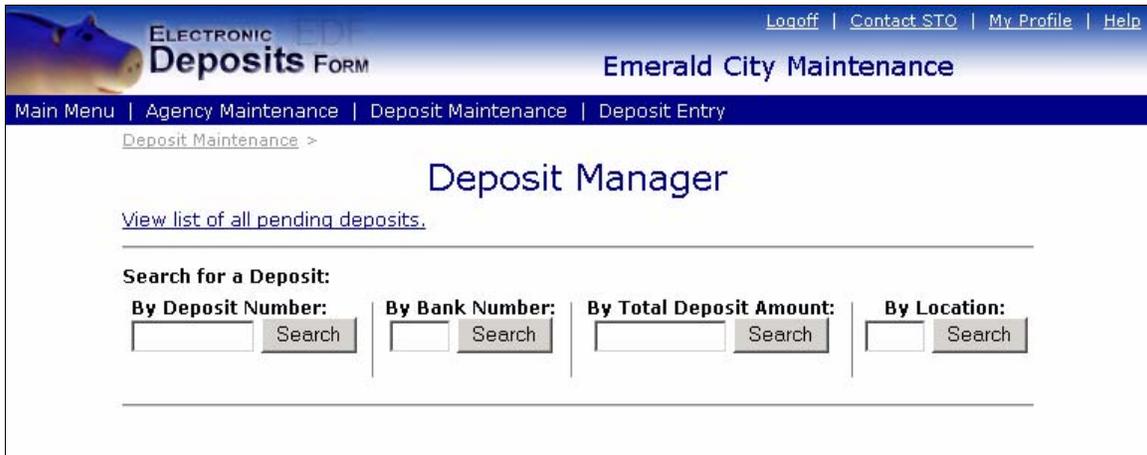
The main purpose of the Deposit Manager function is to query, update, or re-print deposits that have not been transmitted to STO.

Using the Deposits Manager:

To access the Deposits Manager function as a Site Administrator or Supervisor, click on the command button listed under Deposit Maintenance as shown below.

The screenshot displays the 'Electronic Deposits Form' interface for 'Emerald City Maintenance'. The top navigation bar includes links for 'Logoff', 'Contact STO', 'My Profile', and 'Help'. Below this, a secondary menu shows 'Main Menu', 'Agency Maintenance', 'Deposit Maintenance' (highlighted), and 'Deposit Entry'. The main content area features a welcome message: 'Welcome, Cowardly Lion. You are logged in to the EDF system with [Site Administrator privileges](#).' A large black arrow points to the 'Deposit Maintenance' section, which contains a list of links: 'Deposits Manager', 'Download Deposit Data', 'Create a Report', and 'View/Reprint a Deposit'. A message box on the right states 'There are currently no system messages.'

The following screen will appear:



Deposits that have not been transmitted can be accessed from this screen and corrections/updates can be made.

You may search for a deposit by clicking on the "[View list of all pending deposits](#)" option, OR you may search for deposits by the following four criteria:

- By deposit number
- By bank number
- By total deposit amount
- By location

When you click the link “View list of all pending deposits” the following screen will appear.



You will then need to select a deposit type. For example, selecting “Supplemental” will bring up the following screen for Supplemental Deposits.

The screenshot shows the 'Deposit Manager - View All' page for Supplemental Deposits. The page header includes 'ELECTRONIC DEPOSITS FORM' and 'DEVELOPMENT - State Agency'. A navigation bar contains 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry'. Below this, there are links for 'Deposits | Pre-Sort | Misc-Sort | Imaged Cash Letter | Remote Deposits | Wires/Misc. | Supplemental'. The main content area is titled 'Deposit Manager - View All' and lists 'Supplemental Deposits' with a table of data.

<u>Deposit Date</u>	<u>Deposit Number</u>	<u>Location</u>	<u>Bank</u>	<u>Deposit Total</u>	<u>Entered By</u>	<u>Status</u>
1/26/2011	1555000001	SUP	BOFA-02	\$100.00	SWAdmin	Hold
2/3/2011	1555000002	SUP	BOFA-02	\$100.00	SWAdmin	Transmit

When querying a deposit by deposit serial number, input the serial number and the query will display all deposits not yet transmitted with that serial number. See the example below:

The screenshot shows the 'Deposit Manager' search page. The page header includes 'ELECTRONIC DEPOSITS FORM' and 'Emerald City Maintenance'. A navigation bar contains 'Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry'. Below this, there are links for 'Deposit Maintenance >' and 'View list of all pending deposits.'. The main content area is titled 'Deposit Manager' and features a search section with four search criteria: 'By Deposit Number:', 'By Bank Number:', 'By Total Deposit Amount:', and 'By Location:'. A large black arrow points to the 'By Deposit Number:' search input, which contains the value '1555000005'. Below the search section, there is a table of search results.

<u>Deposit Number</u>	<u>Location</u>	<u>Bank</u>	<u>Deposit Total</u>	<u>Entered By</u>	<u>Status</u>
1555000005	EM	WELLS-09	\$75.00	CLsite	Hold
1555000005	SUP	US BANK (PS)-11	\$9.00	CLsite	Hold

The following screen will be displayed after selecting one of the two deposits listed:

Deposit Manager - Edit

Deposit Number: 1555000005 | Deposit Status: | Deposit Type: D

ACCOUNT / LOCATION 555 / EM	CURRENCY ONLY	<input type="text" value="50.00"/>
FOR AGENCY USE: Uncle Henry Emerald City Oz - 8888-444	COIN ONLY	<input type="text" value="0.00"/>
BANK ACCOUNT: 09 (WELLS-09)	CHECKS	<input type="text" value="25.00"/>
TRANSPORT: <input type="text" value="Bankstamp (Default)"/>	ITEM COUNT: <input type="text" value="1"/>	
DATE DEPOSITED: <input type="text" value="4/7/2004"/>	TOTAL DEPOSIT	<input type="text" value="75.00"/>
SIGNATURE: <input type="text" value="DLC"/>		

| [Reprint Deposit](#) | [Check Audit Trail](#)

Editable fields:

- FAU Lines 1 through 3
- Transport method (via the drop-down menu)
- Date Deposited
- Signature
- Currency only (**Regular Deposit Only**)
- Coin only (**Regular Deposit Only**)
- Adj., Wires, Misc. (**Supplemental or Wires/Misc. Deposits Only**)
- Checks
- Item count (checks)
- Total Deposit
- Status Change (Transmit, Hold, Void)

Fields that can't be edited:

- Deposit number
- Agency Account Number
- Agency Location
- Bank Account
- Deposit type

Functions:

- **Save** (once the deposit data has been updated and/or the status changed, click on the SAVE button. The deposit information will now be changed in the database).
- **Reprint Deposit** – deposits can be re-printed from this function, either with or without changes being made.
- **Check Audit Trail** (selecting this option will show all changes made to a selected deposit):

Deposit Manager - Edit

Deposit Number: 1555000005 | Deposit Status: Hold | Deposit Type: D

ACCOUNT / LOCATION 555 / EM

FOR AGENCY USE:
 Uncle Henry
 Emerald City
 Oz - 8888-444

BANK ACCOUNT: 09 (WELLS-09)

TRANSPORT: Bankstamp (Default)

DATE DEPOSITED: 4/7/2004

SIGNATURE: DLC

CURRENCY ONLY: 50.00

COIN ONLY: 0.00

CHECKS: 25.00

ITEM COUNT: 1

TOTAL DEPOSIT: 75.00

Save | Reprint Deposit | Check Audit Trail

Following is an example of a deposit audit trail:

Audit Trail

Deposit: 1555000005

Date of Action	Action	Entered By	Change
4/5/2004 12:26:30 PM	Edit	CLsite	Currency Change (\$75.00 to \$50.00) Deposit Total Change (\$100.00 to \$75.00) Date Change (4/5/2004 to 4/7/2004) Signature Change (CLsite to DLC) FAU Line 1 Change (Auntie Road to Uncle Henry) FAU Line 2 Change (to Emerald City) FAU Line 3 Change (to Oz - 8888-444) Status Change (Transmit to Hold)

DEPOSIT MAINTENANCE: DOWNLOAD DEPOSIT DATA

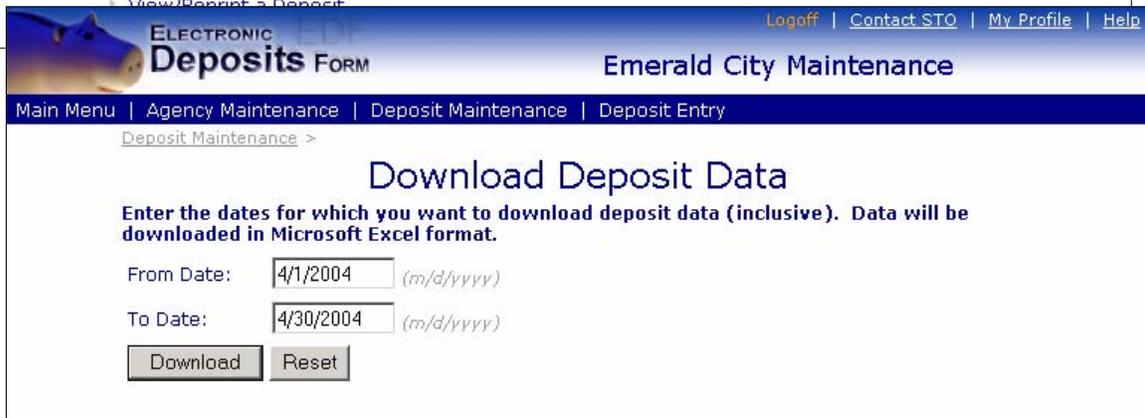
Security clearance required:

- Supervisor
- Site Administrator

Purpose of Function:

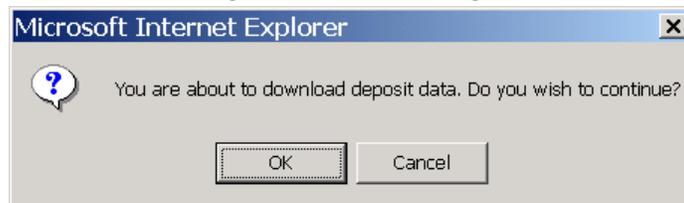
This function allows you to download deposit data stored on the web site and save it as a Microsoft Excel file on your PC. The resulting Excel spreadsheet will contain all deposits entered into EDF within the specified date range.

Please Note: The date criteria are not based on the Deposit Date field of the deposit, but rather the actual date the deposit was entered in EDF.



From and To Date Fields:

- Use m/d/yyyy or m-d-yyyy format
- If you do not enter a date, the current date is assumed
- You should receive the following confirmation message.

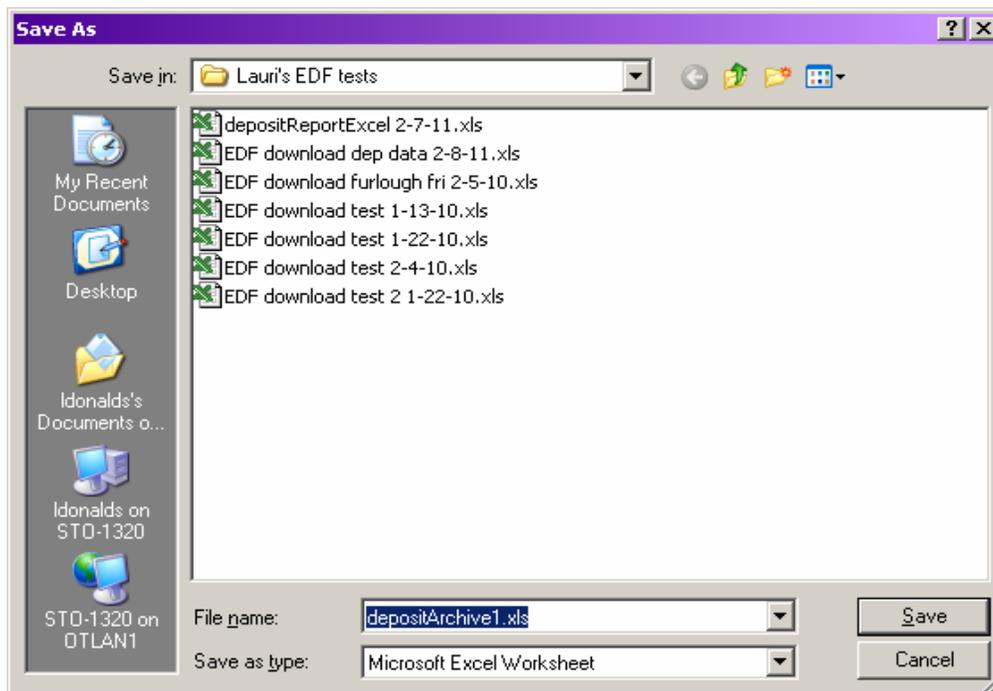


Download to Excel:

After clicking the Download button, you will see the following message.

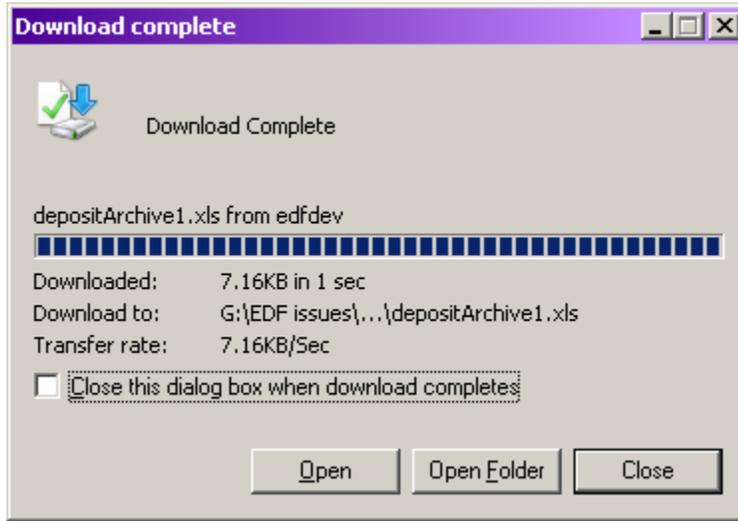


You can open the file or save it. To save it click “Save”. The following “Save As” screen will appear. You can save it to the appropriate location.



Please Note: Be sure to change the Save as type to Microsoft Excel Workbook

Once you save the file the following message will appear.



Once the download is complete you can either click “Open” to bring up the Excel file or click “Close”. Then open the file in Excel.

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Account Number	Location	Bank Number	Deposit Number	Date	Type	Signature	FAU Line 1	FAU Line 2	FAU Line 3	Currency	Coin	Adj. Wires, Anc
2	555	SUP	02	1555000002	2/3/2011	S	SWAdmin				\$0.00	\$0.00	\$100.00
3	555	SUP	02	1555000003	2/7/2011	S	SWAdmin				\$0.00	\$0.00	\$100.00
4	556	123	02	1556300504	2/7/2011	D	SWAdmin				\$0.00	\$0.00	\$0.00
5	555	ABC	02	2555002002	2/3/2011	R	SWAdmin				\$0.00	\$0.00	\$0.00
6	555	ABC	02	2555002003	2/3/2011	R	SWAdmin				\$0.00	\$0.00	\$0.00
7	555	ABC	91	8555100101	2/3/2011	I	SWAdmin				\$0.00	\$0.00	\$0.00
8	555	ABC	91	8555100102	2/3/2011	I	SWAdmin				\$0.00	\$0.00	\$0.00
9	556	000	91	8556700301	2/3/2011	I	SWAdmin				\$0.00	\$0.00	\$0.00
10	556	123	91	8556900501	2/3/2011	I	SWAdmin				\$0.00	\$0.00	\$0.00
11													
12													

If there are no deposits in the date range entered, you will receive a blank Excel spreadsheet.

	A	B	C	D	E	F	G	H	I	J
1	Account Number	Location	Bank Number	Deposit Number	Date	Type	Signature	FAU Line 1	FAU Line 2	FAU Line 3
2										
3										
4										
5										
6										
7										
8										

Downloaded Fields:

The following fields are downloaded:

- (Agency) Account Number
- Location
- (STO) Bank Number
- Deposit Number
- Deposit Date
- Deposit Type
 - A = Adjustment
 - D = Regular Deposit
 - P = Pre-Sort
 - M = Misc-Sort
 - R = Remote Deposit
 - I = Imaged Cash Letter
- Signature Line (usually the UserID)
- For Agency Use Lines 1-3
- Currency Amount
- Coin Amount
- Adj., Wires, and Misc
- Check Amount
- Check Count
- Deposit Total
- Status (as of date/time downloaded)
 - Transmit – valid deposit not yet downloaded to STO system
 - Void – deposit has been voided
 - Hold – deposit has been placed on hold
 - Future-Dated – deposit has been post-dated
 - Complete – deposit already downloaded to STO system
- Date Entered
- Keyed By (UserID)

DEPOSIT MAINTENANCE: VIEW/REPRINT A DEPOSIT

Security clearance required:

- Viewer
- User
- Supervisor
- Site Administrator

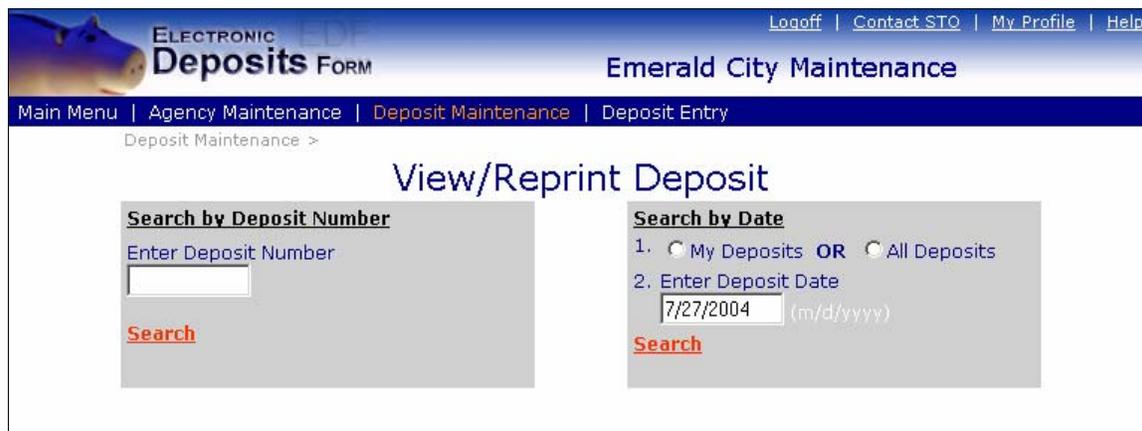
Purpose of Function:

The main purpose of this function is to query and reprint deposit forms.

To access the View/Reprint function under the Deposit Maintenance function, click on the command button listed under Deposit Maintenance as shown below.



The following screen will appear:



Search Criteria:

- By deposit number
- By date

Searching by Deposit Number

To search by deposit number you must enter the 10-digit deposit serial number and then select search.

The screenshot shows the 'View/Reprint Deposit' page with two search options. The 'Search by Deposit Number' section has a text input field containing '1555000002' and a 'Search' button. The 'Search by Date' section has radio buttons for 'My Deposits' and 'All Deposits', a date input field with '2/25/2011', and a 'Search' button. A black arrow points to the 'Search' button in the 'Search by Deposit Number' section.

When you select search the following screen will appear:

The screenshot shows the search results table. A black arrow points to the first row of the table, which contains the following data:

Deposit Number	Deposit Type	Location	Bank	Deposit Total	Deposit Date	Entered By
1555000002	S	SUP	02	\$100.00	2/3/2011	SWAdmin

By clicking on a specific deposit, the following screen will be displayed:

The screenshot shows the 'Deposit Viewer' screen for deposit number 1555000002. It displays details for the account (555 / SUP), bank (BOFA-02), and date (2/3/2011). A summary table shows the deposit type as 'Supplemental' with a total of \$100.00. A black arrow points to the 'Reprint Deposit' button at the bottom.

ACCOUNT / LOCATION: 555 / SUP		Supplemental
FOR AGENCY USE:		
BANK ACCOUNT: 02 (BOFA-02)	ADJ., WIRES, MISC.	100.00
TRANSPORT: Bankstamp	TOTAL DEPOSIT	\$100.00
DATE DEPOSITED: 2/3/2011		
SIGNATURE: SWAdmin		

DATE/TIME KEYED: 2/3/2011 3:42:36 PM
[Reprint Deposit](#) | [Check Audit Trail](#)

From this screen you can select the reprint or check audit trail functions for this deposit. You can also see the date and time the deposit was keyed.

Searching by Date

To search by date you must select **My Deposits** OR **All Deposits**, enter the desired date and then select search.

View/Reprint Deposit

Search by Deposit Number
Enter Deposit Number

[Search](#)

Search by Date
1. My Deposits OR All Deposits
2. Enter Deposit Date
2/3/2011 (m/d/yyyy)
[Search](#)

When you select search the following screen will appear:

View/Reprint Deposit

New Search
Select a deposit below to view and/or reprint.

Deposit Number	Deposit Type	Location	Bank	Deposit Total	Deposit Date	Entered By
1555000002	S	SUP	02	\$100.00	2/3/2011	SWAdmin
2555002002	R	ABC	02	\$6,745.33	2/3/2011	SWAdmin
2555002003	R	ABC	02	\$6,745.33	2/3/2011	SWAdmin
8555100101	I	ABC	91	\$138,756.00	2/3/2011	SWAdmin
8555100102	I	ABC	91	\$55,000.00	2/3/2011	SWAdmin
8556700301	I	000	91	\$62,500.00	2/3/2011	SWAdmin
8556900501	I	123	91	\$98,900.00	2/3/2011	SWAdmin

By clicking on a specific deposit, the following screen will be displayed:

Deposit Viewer

Deposit Number: 2555002002 | Deposit Status: Complete (Received at STO) | Deposit Type: R

ACCOUNT / LOCATION 555 / ABC	(Remote Deposits)	
FOR AGENCY USE:		
BANK ACCOUNT: 02 (BOFA (R)-02)	CHECKS	6,745.33
TRANSPORT: Courier	ITEM COUNT: 72	
DATE DEPOSITED: 2/3/2011	TOTAL DEPOSIT	\$6,745.33
SIGNATURE: SWAdmin		

DATE/TIME KEYED: 2/3/2011 3:27:31 PM
[Reprint Deposit](#) | [Check Audit Trail](#)

From this screen you can select the reprint or check audit trail functions for this deposit. You can also see the date and time the deposit was keyed.

DEPOSIT MAINTENANCE: CREATE A REPORT

Security clearance required:

- Viewer
- User
- Supervisor
- Site Administrator

The screenshot shows the top navigation bar with links for Logoff, Contact STO, My Profile, and Help. Below the header, there is a breadcrumb trail: Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry. The main content area displays a welcome message for Pat Emc Sup. and a list of Deposit Maintenance options: Deposits Manager, Download Deposit Data, Create a Report (highlighted with a black arrow), and View/Reprint a Deposit. A System Message box is also visible, indicating a message posted on 7/27/2004.

Purpose of Function:

The main purpose of this function is to create reports based on the following criteria:

- Account/Location
- Data Type
- Date Range (for History only)
- Include (for History only)
- Date Type
- Sort

Please note: The Date Range criteria are not based on the Deposit Date field of the deposit, but rather the actual date the deposit was entered in EDF.

The screenshot shows the 'Create a Report' form. It includes a breadcrumb trail: Deposit Maintenance >. The form title is 'Create a Report'. Under 'Select Report Criteria', there is a section for 'Bank Reconciliation Report' with three numbered criteria:

- Account/Location: Two dropdown menus, both set to '-All Accounts-' and '-All Locations-'.
- Data Type: A dropdown menu set to 'Deposits to STO'.
- Sort: Three radio buttons for 'Bank' (selected), 'Date', and 'Account'.

 A 'Submit' button is located at the bottom left of the form area.

- **Account/Location**
These fields are tied together so that you can only enter valid Account/Location combinations. These combinations are set using Agency Maintenance - Agency Manager. The default for these fields are “All Accounts” and “All Locations”
- **Data Type**
These fields filter out the following:
 - Deposits to STO – This will report all deposits that are currently in Transmit status (have not yet been transmitted to STO).
 - Pending – This will report all deposits that are currently on hold, post-dated (future dated), or were voided since the last EDF transmission (daily at 2:00 pm).
- **History** – This will report all deposits in Complete status (have been uploaded by STO) or that were voided before the last EDF transmission (daily at 2:00 pm).
The following fields appear when you select History
 - **Date Range**
If no date is entered in the “From” field, it will assume the current date. The “To” field is pre-filled with the current date, but can be changed to any date.
 - **Include**
Valid Deposits Only – Report will only include deposits that were not voided.
Voided Deposits Only – Report will only include deposits that were voided.
Both Valid and Voided Deposits – Report will include both valid and voided deposits.
 - **Date Type**
Date Deposited – Report will include deposits dated within date range
Date Keyed - Report will include deposits keyed within date range
Date Transmitted - Report will include deposits transmitted within date range

Logoff | Contact STO | Report Large Deposit | My Profile | Help

ELECTRONIC Deposits FORM DEVELOPMENT - State Agency

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Deposit Maintenance >

Create a Report

Select Report Criteria

Bank Reconciliation Report

1. **Account/Location** --All Accounts-- --All Locations--

2. **Data Type** History

2.1 **Date Range** From (m/d/yyyy) To 2/4/2011 (m/d/yyyy)

2.2 **Include** Valid Deposits Only

2.3 **Date Type** Date Deposited

3. **Sort** Bank Date Account

[Submit](#)

- **Sort**
You can have the report sort by Bank, Date or Account. Subtotals are created for each break in the sort.

 Logoff Contact STO Report Large Deposit My Profile Help															
DEVELOPMENT - State Agency															
Main Menu Agency Maintenance Deposit Maintenance Deposit Entry															
Deposit Maintenance > Create a Report > Send this report to Excel															
History - Valid Deposits Only Multiple Account / Multiple Location Report by Bank Transmitted from 2/1/2011 to 2/4/2011															
Acct Loc	Bank	Date Keyed	Trans- mitted	Deposit Number	T Y P E *	User ID	Currency	Coin	Adj, Wires, And Misc	Check Count	Check Amount	Total Amount	S T A T U S *		
555	ABC	BOFA (R)-02	2/3/11	2/3/11	2/4/11	2555002002	R	SWAdmin	0.00	0.00	0.00	72	6,745.33	6,745.33	
555	ABC		2/3/11	2/3/11	2/4/11	2555002003	R	SWAdmin	0.00	0.00	0.00	72	6,745.33	6,745.33	
Number of Deposits:		2						\$0.00	\$0.00	\$0.00	144	\$13,490.66	\$13,490.66		
555	SUP	BOFA-02	2/3/11	2/3/11	2/4/11	1555000002	S	SWAdmin	0.00	0.00	100.00	0	0.00	100.00	
Number of Deposits:		1						\$0.00	\$0.00	\$100.00	0	\$0.00	\$100.00		
555	ABC	ICL (I) - 91	2/3/11	2/3/11	2/4/11	8555100101	I	SWAdmin	0.00	0.00	0.00	850	138,756.00	138,756.00	
555	ABC		2/3/11	2/3/11	2/4/11	8555100102	I	SWAdmin	0.00	0.00	0.00	675	55,000.00	55,000.00	
556	000		2/3/11	2/3/11	2/4/11	8556700301	I	SWAdmin	0.00	0.00	0.00	500	62,500.00	62,500.00	
556	123		2/3/11	2/3/11	2/4/11	8556900501	I	SWAdmin	0.00	0.00	0.00	674	98,900.00	98,900.00	
Number of Deposits:		4						\$0.00	\$0.00	\$0.00	2,699	\$355,156.00	\$355,156.00		
GRAND TOTALS															
Number of Deposits:		7									2,843	\$368,746.66	\$368,746.66		

*Type Key: A = Wires/Misc. | D = Regular Deposit | M = Misc-Sort | I = Imaged Cash Letter | R = Remote Deposit | P = Pre-Sort | S = Supplemental

Above is an example of a report with the following criteria:

Account/Location: All Accounts
All Locations

Data Type: History

Sort: Bank

The report shows the date of the deposit., the date the deposit was keyed and the date the deposit was transmitted to STO.

ELECTRONIC DEPOSITS FORM DEVELOPMENT - State Agency

Logoff | Contact STO | Report Large Deposit | My Profile | Help

Main Menu | Agency Maintenance | Deposit Maintenance | Deposit Entry

Deposit Maintenance > Create a Report > Send this report to Excel

Exceptions Multiple Account / Multiple Location Report by Bank As of 2/7/2011

Acct Loc	Bank	Date	Keyed	Transmitted	Deposit Number	TYPE*	User ID	Currency	Coin	Adj, Wires, And Misc	Check Count	Check Amount	Total Amount	STATUS*		
555	SUP	BOFA-02	1/26/11	1/26/11	1555000001	S	SWAdmin	0.00	0.00	100.00	0	0.00	100.00	H		
555	SUP		2/7/11	2/7/11	1555000003	S	SWAdmin	0.00	0.00	100.00	0	0.00	100.00	H		
556	123		2/7/11	2/7/11	1556300504	D	SWAdmin	0.00	0.00	0.00	123	2,587.00	2,587.00	H		
Number of Deposits: 3											\$0.00	\$0.00	\$200.00	123	\$2,587.00	\$2,787.00
GRAND TOTALS																
Number of Deposits: 3														123	\$2,787.00	

*Type Key: A = Wires/Misc. | D = Regular Deposit | M = Misc-Sort | I = Imaged Cash Letter | R = Remote Deposit | P = Pre-Sort | S = Supplemental
**Status Key: T = Has Not Transmitted | F = Future Dated | H = Hold | V = Void

Above is an example of a report with the following criteria:

Account/Location: All Accounts
All Locations

Data Type: Pending

Sort: Bank

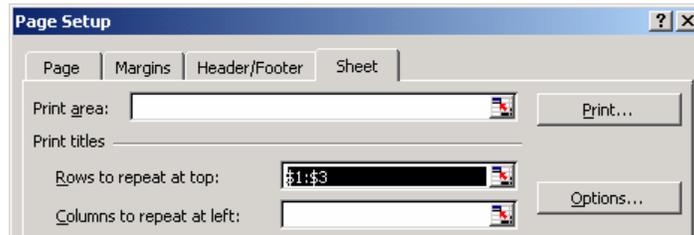
Send Report to Excel:

You can click the **Send this report to Excel** link to download the current data into an Excel spreadsheet. One purpose of downloading these reports to Excel is to allow the user to create a repeating header when printing the reports. Once in Excel, you can choose the following formatting options to create a more printer-friendly report:

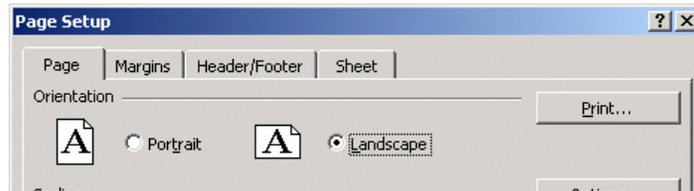
From the File menu, select Page Setup.

The screenshot shows the Microsoft Excel interface. The File menu is open, and 'Page Setup...' is highlighted. The spreadsheet content is visible in the background, showing the same report data as the previous image. The spreadsheet has columns for Deposit Number, TYPE, User ID, Currency, Coin, Adj, Wires, And Misc, Check Count, Check Amount, and Total Amount. The data rows are the same as in the report above.

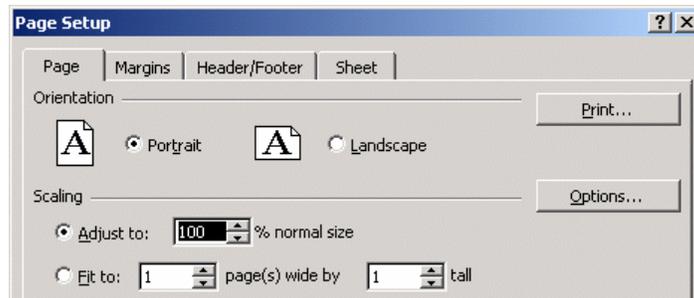
On the Sheet tab, in the Rows to repeat at top field, type \$1:\$3.



On the Page tab, select Landscape for the orientation



Select a Scaling option appropriate for the length of the report



List of Report Variations:

Report	Sort #1	Sort #2	Sort #3
Deposits to STO	Bank		
Deposits to STO	Date (deposit)		
Deposits to STO	Account		
Pending (Exceptions)	Bank		
Pending (Exceptions)	Date (deposit)		
Pending (Exceptions)	Account		
History (date range)	Bank	Valid Deposits Only	Date Deposited
History (date range)	Bank	Valid Deposits Only	Date Keyed
History (date range)	Bank	Valid Deposits Only	Date Transmitted
History (date range)	Bank	Voided Deposits Only	Date Deposited
History (date range)	Bank	Voided Deposits Only	Date Keyed
History (date range)	Bank	Voided Deposits Only	Date Transmitted
History (date range)	Bank	Both Valid & Voided Deposits	Date Deposited
History (date range)	Bank	Both Valid & Voided Deposits	Date Keyed
History (date range)	Bank	Both Valid & Voided Deposits	Date Transmitted
History (date range)	Date (deposit)	Valid Deposits Only	Date Deposited
History (date range)	Date (deposit)	Valid Deposits Only	Date Keyed
History (date range)	Date (deposit)	Valid Deposits Only	Date Transmitted
History (date range)	Date (deposit)	Voided Deposits Only	Date Deposited
History (date range)	Date (deposit)	Voided Deposits Only	Date Keyed
History (date range)	Date (deposit)	Voided Deposits Only	Date Transmitted
History (date range)	Date (deposit)	Both Valid & Voided Deposits	Date Deposited
History (date range)	Date (deposit)	Both Valid & Voided Deposits	Date Keyed
History (date range)	Date (deposit)	Both Valid & Voided Deposits	Date Transmitted
History (date range)	Account	Valid Deposits Only	Date Deposited
History (date range)	Account	Valid Deposits Only	Date Keyed
History (date range)	Account	Valid Deposits Only	Date Transmitted
History (date range)	Account	Voided Deposits Only	Date Deposited
History (date range)	Account	Voided Deposits Only	Date Keyed
History (date range)	Account	Voided Deposits Only	Date Transmitted
History (date range)	Account	Both Valid & Voided Deposits	Date Deposited
History (date range)	Account	Both Valid & Voided Deposits	Date Keyed
History (date range)	Account	Both Valid & Voided Deposits	Date Transmitted

2 banks, 1 account, 3 locations:

Emerald City Maintenance

Bank: Wizard City Bank (WCB), Munchkin Bank (MB)

Account: 555

Locations: 123, ABC, B15

deposits
are
processed
in the same
order listed
below

start number based bank/account

account	location (info only)	start #
555	123	} WCB 100
555	ABC	
555	B15	
555	123	} MB 200
555	ABC	
555	B15	

start number based on bank/account/location

account	location	start #
555	123	100
555	ABC	} all WCB 200
555	B15	
555	123	400
555	ABC	} all MB 500
555	B15	
		600

	WCB 555	MB 555	WCB 555	MB 555
acct 555 bank WCB loc 123	1555000100		1555000100	
acct 555 bank WCB loc ABC	1555000101		1555000200	
acct 555 bank WCB loc B15	1555000102		1555000300	
acct 555 bank MB loc 123		1555000200		1555000400
acct 555 bank MB loc ABC		1555000201		1555000500
acct 555 bank MB loc B15		1555000202		1555000600
acct 555 bank WCB loc B15	1555000103		1555000301	
acct 555 bank WCB loc B15	1555000104		1555000302	
acct 555 bank MB loc B15		1555000203		1555000601

1 bank, 1 account, 3 locations:

Emerald City Maintenance
Bank: Wizard City Bank (WCB)
Account: 555
Locations: 123, ABC, B15

deposits
are
processed
in the same
order listed
below

start number based bank/account		start #
account	location (info only)	
555	123	} WCB 100
555	ABC	
555	B15	

start number based on bank/account/location		
account	location	start #
555	123	100
555	ABC	200
555	B15	300

loc 123	1555000100	1555000100
loc ABC	1555000101	1555000200
loc B15	1555000102	1555000300
loc 123	1555000103	1555000101
loc ABC	1555000104	1555000201
loc B15	1555000105	1555000301
loc B15	1555000106	1555000302
loc 123	1555000107	1555000102
loc B15	1555000108	1555000303

1 bank, 2 accounts, 3 locations:

Emerald City Maintenance
Bank: Wizard City Bank (WCB)
Accounts: 555, 789
Locations: 123, ABC, B15

deposits
are
processed
in the same
order listed
below

start number based bank/account			
account	location (info only)	bank	start #
555	123	WCB	100
555	ABC		
555	B15		
789	123	WCB	200
789	ABC		
789	B15		

start number based on bank/account/location			
account	location	bank	start #
555	123	only using one bank: WCB	100
555	ABC		200
555	B15		300
789	123	only using one bank: WCB	400
789	ABC		500
789	B15		600

acct 555 loc 123
 acct 555 loc ABC
 acct 555 loc B15

 acct 789 loc 123
 acct 789 loc ABC
 acct 789 loc B15

 acct 555 loc B15
 acct 789 loc 123
 acct 789 loc B15
 acct 555 loc ABC
 acct 555 loc ABC

1555000100
 1555000101
 1555000102

 1789000200
 1789000201
 1789000202

 1555000103
 1789000203
 1789000204
 1555000104
 1555000105

1555000100
 1555000200
 1555000300

 1789000400
 1789000500
 1789000600

 1555000301
 1789000401
 1789000601
 1555000201
 1555000202



2 banks, 2 accounts, 3 locations:

Emerald City Maintenance
Bank: Wizard City Bank (WCB), Munchkin Bank (MB)
Account: 555, 789
Locations: 123, ABC, B15

deposits
are
processed
in the same
order listed
below

start number based bank/account			start number based on bank/account/location		
account	location (info only)	start #	account	location	start #
555	123	WCB 10	555	123	100
555	ABC		555	ABC	200
555	B15		555	B15	300
555	123	MB 20	555	123	400
555	ABC		555	ABC	500
555	B15		555	B15	600
789	123	WCB 30	789	123	700
789	ABC		789	ABC	800
789	B15		789	B15	900
789	123	MB 40	789	123	1000
789	ABC		789	ABC	2000
789	B15		789	B15	3000

WCB		MB		WCB		MB	
555	789	555	789	555	789	555	789
acct 555 bank WCB loc 123	1555000010			1555000100			
acct 555 bank WCB loc ABC	1555000011			1555000200			
acct 555 bank WCB loc B15	1555000012			1555000300			
acct 555 bank MB loc 123		1555000020			1555000400		
acct 555 bank MB loc ABC		1555000021			1555000500		
acct 555 bank MB loc B15		1555000022			1555000600		
acct 789 bank WCB loc 123	1789000030			1789000700			
acct 789 bank WCB loc ABC	1789000031			1789000800			
acct 789 bank WCB loc B15	1789000032			1789000900			
acct 789 bank MB loc 123		1789000040				1789001000	
acct 789 bank MB loc ABC		1789000041				1789002000	
acct 789 bank MB loc B15		1789000042				1789003000	
acct 555 bank WCB loc B15	1555000013			1555000301			
acct 555 bank WCB loc B15	1555000014			1555000302			
acct 555 bank MB loc B15		1555000023			1555000601		
acct 789 bank MB loc B15		1789000043				1789003001	